Datafile 2021 Supplement

Datafile Software Solutions Limited
Windgate Lodge
Windgate
Tarleton
Lancashire
PR4 6JF

This document was prepared using Microsoft Office365 running under Windows 10.

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Chapter 1

Introduction

We continue to develop additional functionality to the Datafile application based upon requests from users and partners. Feedback is always added to our development review list for consideration and potential inclusion in subsequent updates of the software as this release continues to demonstrate.

In addition, we have continued development of our new product Datafile 2021.

Datafile 2021 is the latest release of a completely new version of our software written in a modern development environment. It contains all the features and functions available in the V7 product (plus more) and a fresh new user interface to improve navigation and speed up information retrieval. This new development environment gives us greater flexibility longer term to allow the inclusion of features and functions not currently possible with V7 and ensures longevity of the software.

This new version has been written with our many end users in mind to ensure a cost-effective migration; any customisations made to V7 including user menus, database table changes, screen designs, and reports are automatically transferred across meaning that there is no re-work required by the client.

If you have not already updated to Datafile 20xx and you are interested in finding out more about Datafile 2021 please call your Datafile Partner.

Features introduced in Datafile 2021 include:

- Digital Signatures
- Advanced Alerts
- Landing Page Edits
- Additional History Databases for Ledger Enquiry Applications
- Stock Location Panels for Ledger Enquiry
- Clone a Landing Page on Data Visualisation Tabs
- Postponed VAT Accounting
- Additional Copy Items in Order Processing
- User Database

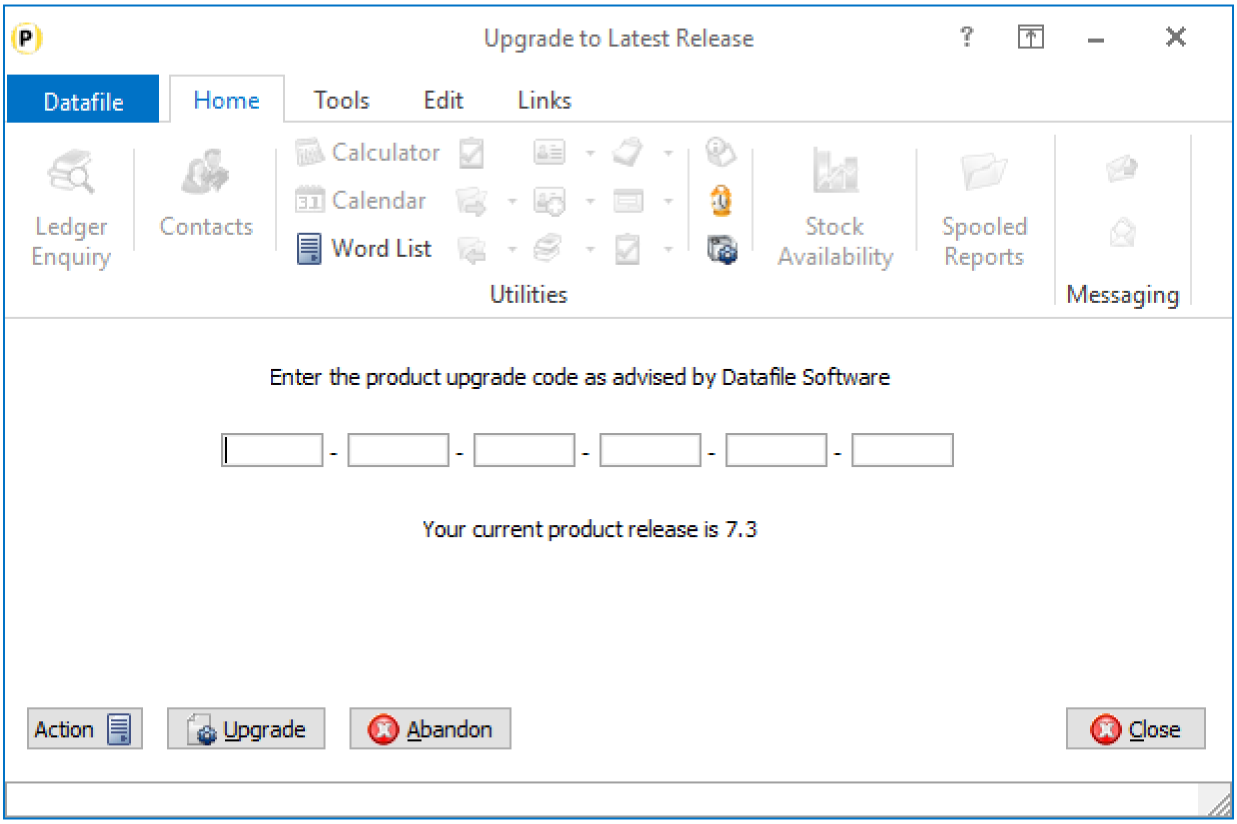
Installing Datafile 2021 and Release 7.4

Updating Your Registration Number

To update your serial number to the new release (7.4) you need to enter the upgrade code that was supplied via your Datafile Support Partner.

Sign on with the SLAVE user-id and password and select the option ‘Upgrade to Latest Release’.

The upgrade code is 24 characters split into six groups of four, you need to press the <Enter> or <Tab> key after each part. Once the code has been entered press UPGRADE to update to the current release.



If the code is not accepted re-check that you have entered the code as supplied by your reseller. If the code is still not accepted ask your Datafile reseller to arrange an update of the security file.

Do not proceed with the program update until the upgrade key has been entered, or an updated security file has been supplied, as you will not be able to use the software.

Upgrade Procedures

Follow these instructions to update your system to Datafile 2021

Note that you cannot use the updated programs unless you have a registration / serial number beginning with ‘74’.

Before you start, certain details are required:

- Is Datafile installed on a network, if so are the programs run from the network or the local terminal?
- Where are the Datafile programs held?
- Have you downloaded the “Release 7.4 Update.exe” or “Datafile 2021 Update.exe”? If not, download from the website now.

Once these details are known you can begin the upgrade.

1. All users must exit Datafile Software completely. Users should select ‘Quit’ on the main menu and then ‘Quit/Exit Datafile’ from the sign-on screen. Users should also exit Microsoft Word & Outlook programs.

2. Double-click the downloaded update file. This is a compressed archive file which, when run, will unzip the updated programs and installation procedure. The default folder the system will wish to unzip to is C:\REL74UPD for the Version 7.4 update (C:\DF2020UPD for the 2021 update). If this is acceptable, click FINISH or use Browse to change to a folder of your own choosing. (If a new folder warning is displayed select YES to create this folder). The system will then expand the compressed files and then automatically launch the setup process.

3. Choose ‘Update Program Files’

4. Choose whether you wish to update your menus. No updated menus are released with this update.

5. Choose ‘Network Installation’ or ‘Local Installation’ as appropriate.

6. Next the system asks for the paths of the Datafile Software system.

   PROGRAMS (Path 1) – location of Version 7 Programs (DFWIN.EXE)
   PARAMETERS (Path 2) – location of main Datafile folder (DIAMOND.D00)
   DATA (Path 3) – location of main company files (DIAMOND.D05)
   PROGRAMS20 (Path 4) – location of Datafile 20nn Programs (DFWIN.EXE) – 2021 Upgrades Only

   The system will validate that the pathnames entered here contain files appropriate for each location (these are the filenames in brackets above). To check the paths to be entered you can use the FIND/SEARCH option on the Windows Start Menu.

7. Once the pathnames are accepted, press <NEXT> until the Licence Agreement is displayed and ‘YES’ to accept this. The supplied programs will then be updated.

8. If installing to a Local Workstation, then the update is now complete. If installing to a Network, then the update continues by asking ‘Do You Want to Install Local Programs’. Respond ‘Y’ to this prompt regardless as to whether programs are run locally or over the network – you still need to update the local workstation for Microsoft Word links. After a short pause the system will ask you to confirm whether programs are run from the Network or Locally. Confirm as appropriate.

9. If running programs locally you are then asked to confirm the local program path – usually C:\DFWIN\PROGRAMS. If running programs from the network, then this prompt is skipped.

10. You are then asked to confirm the folder on the Start Menu to access Datafile (usually DATAFILE SOFTWARE) before the system updates the appropriate local files.

11. Update of the workstation is now complete. To update other workstations, you need to run SETUP.EXE from the main Datafile folder on the network (use the Windows option RUN on the Start Menu) from each workstation – this repeats options 9-11 above. You can now delete the contents of the REL74UPD / DF2021UPD folder and the compressed archive file.

Important Notes for Upgrade from Earlier Versions

Increased Record Size / Data Items per Database

The Release 5.9 update increased the maximum number of items per database to 320 and doubled the maximum record size from 2K to 4K. Once these features have been taken advantage of you will no longer be able to use the DOS product or earlier versions of the Windows product in conjunction with these databases.

Microsoft Office Links

The Release 6.0 update introduced improved links to Microsoft Word and Outlook that are only applicable for users using the XP, Vista or Server 2003/2008 operating systems together with the Microsoft Office 2003 / 2007 packages.

Users on earlier Microsoft Office versions or on earlier operating systems should note that these features should not be enabled. Similarly, users using alternative email clients should not implement the Outlook email links.

Increased File Sizes

The Release 6.4 update increased the maximum files sizes allowed for DFD and saved document files over 2GB. Once these features have been taken advantage of you will no longer be able to use earlier versions of the program in conjunction with these files.

Additional Secondary Indexes

This Release 6.9 / Datafile 2016 update allowed, for Premier users, the option to convert the database extra selection items to additional secondary indexes. Once these features are enabled you will no longer be able to access these DFDs with earlier versions of the programs. You **must** ensure that all access, including SQL replication processes, use program versions F52 or later.

Increased Screen Size

The Datafile 2019 release includes options to increase screen sizes for the main application screens. These options are incompatible with V7 and with earlier versions of Datafile 2018. Once these features are enabled you will no longer be able to access these screens with earlier versions of the programs.

User List (DIAMOND.D02)

This Datafile 2020 release, and technical updates from version G12 onwards, includes changes the structure of the user list meaning all programs accessing Datafile should be updated. You **must** ensure that all access, including SQL Replication processes use program versions G12 or later.

Chapter 2

Application Features

Sales and Purchase Ledgers

Show Credit Values as Negative on Sales Statements

Datafile 2021

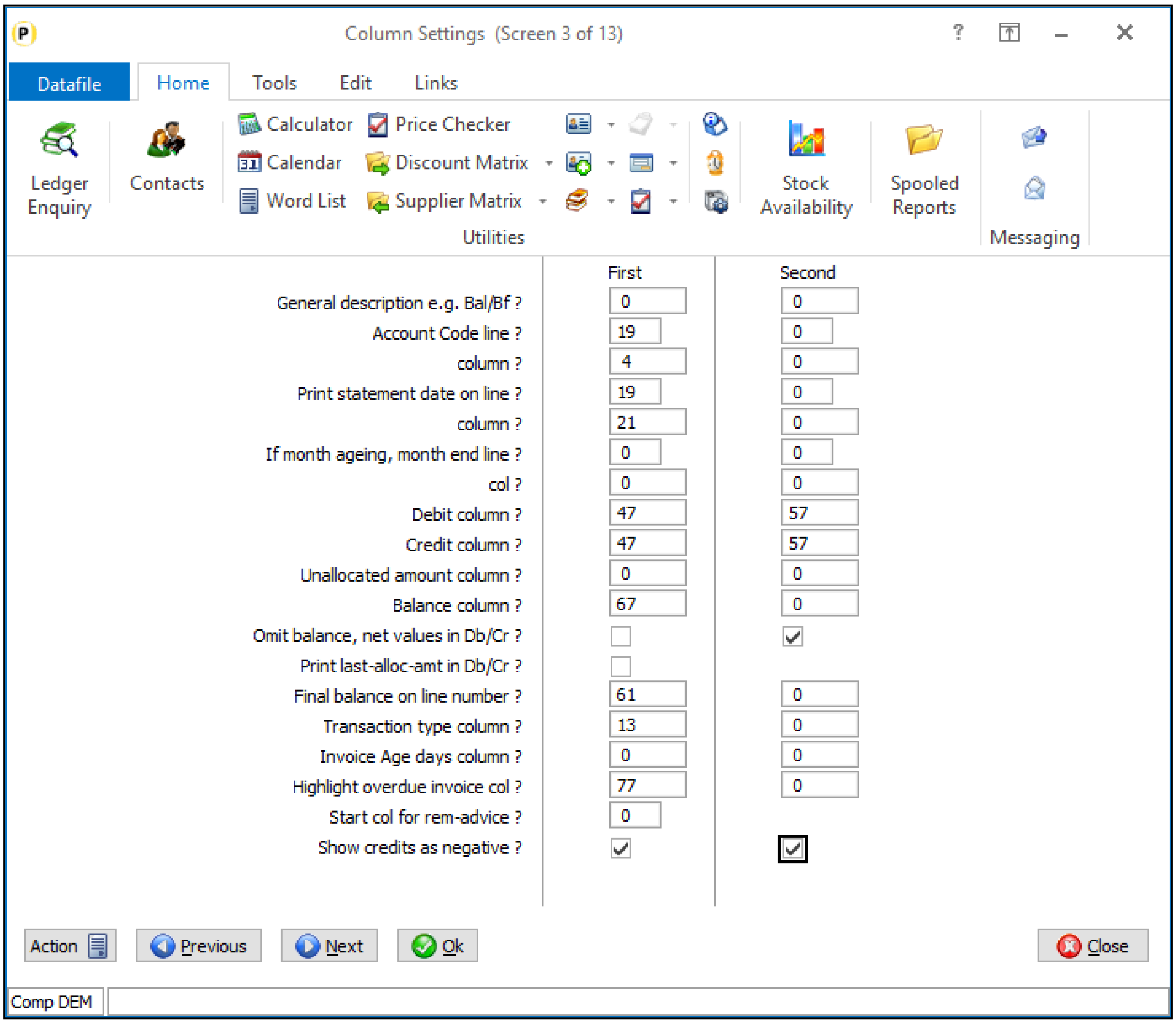
When printing a sales statement, the document configuration allows you to print columns for the debit (invoices) and credit (payments and credit) values. If printing these in the same print column then can be useful to display the credits values as negative to give the customer greater clarity. A new option has been added to the document parameters in this release to allow this.

Installation

Document Design Manager

New parameters have been added to the statement design to print the credit values as negative.

To update the Document, select **Installation** from the main menu followed by the **Application Manager** option and then **Document Design Manager**. Select the **Sales Ledger** application and then select the document to be updated and then, once the document mask is displayed, select the **Parameters** option on the main toolbar – the option to display credits as negative is on the Column Settings parameter screen.



Show Credits as Negative – set as appropriate for the first and second print of the credit value.

STATEMENT

Datafile Demonstration Limited

Windgate Lodge
Windgate
Tarleton
Lancashire
PR4 6JF

Tel: 0845 643 2766
Fax: 0845 643 2624

Marton Machines
100 Higher Lane
Stockton Heath
Warrington

WA5 5EN

Account MAR002

Date 31/01/2018

Date	Type	Ref	Description	Tx Value	Tx O/S	Balance
26/01/2018	INV	000005	Dining suites	2820.00	1410.00	1410.00
31/01/2018	CRN	000004	Credit as Agreed	-120.00	-120.00	1290.00

Current 1410.00

Account Balance 1290.00

Total Balance Overdue 0.00

Automatic Payments – Omit Exclusive File Locks

Datafile 2021
Diamond and *Premier* only

The Purchase Ledger options within the Automatic Payment procedure for **Run Proposed Payments** and **Generate Payments** both require an exclusive file lock on the supplier accounts and transaction tables meaning that other users cannot use these files preventing use of Purchase Order Processing and Cashbook. This new feature allows you to apply record locking rather than file locking meaning other users can remain in the system.

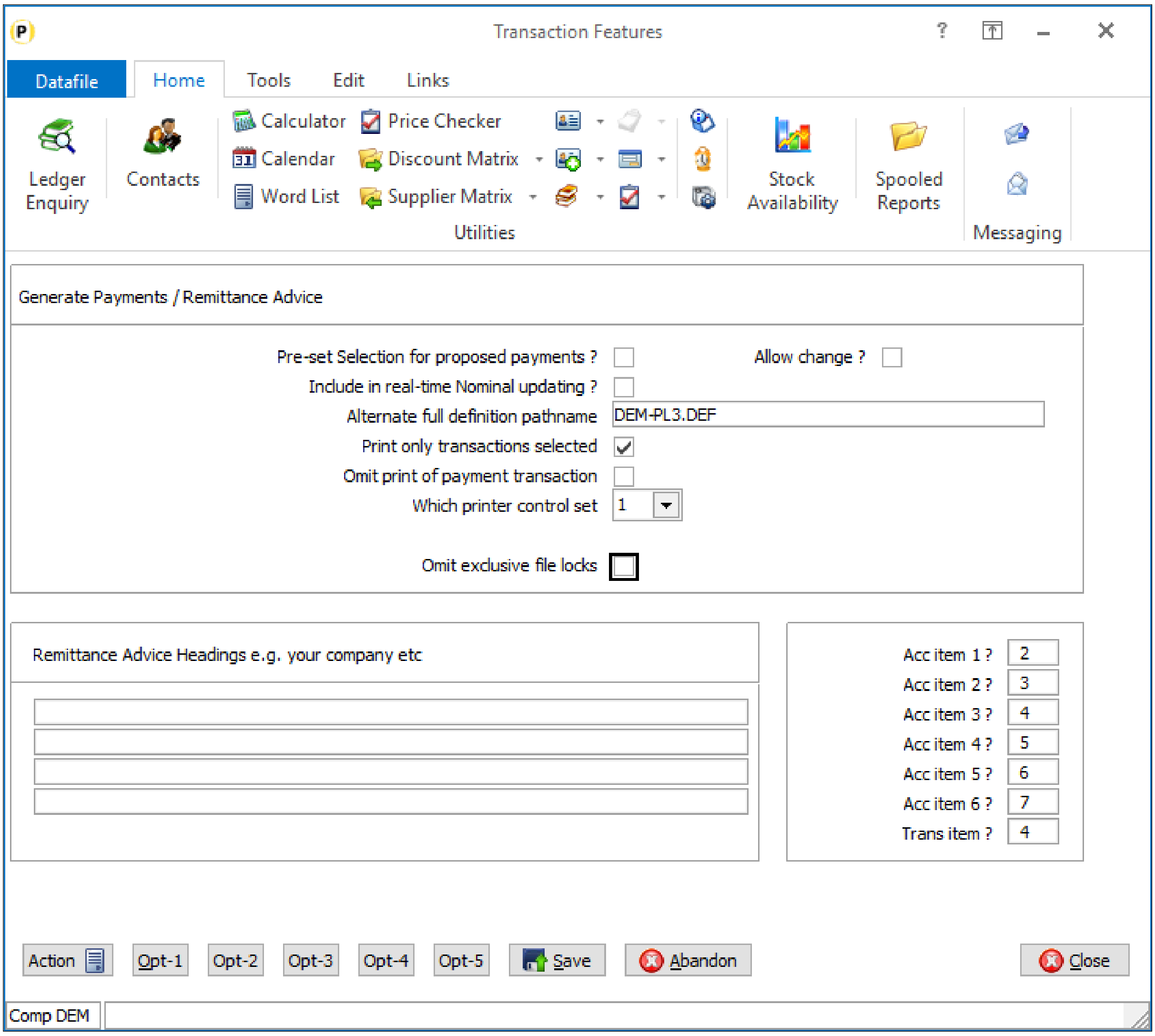
Installation

Application User Facilities

To enable the option to omit exclusive file locks a new parameter has been added within the Purchase Ledger Application User Facilities.

To update *Premier* Installer users can right-click on the Proposed to Pay menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Purchase Ledger** and **Purchase Transactions.**

Once the initial Transaction Features are displayed select the **Opt-4** button to display the Auto Payment procedure parameters.



Omit Exclusive File Locks – set to apply record locking to the supplier accounts and transactions during the Propose to Pay and Generate Payment options.

Note

Enabling the options for record locking will mean that the auto payment procedure will take a longer time to process as the process applies individual record locks and updates during the process.

You also need to ensure that the ‘Allocation In Progress’ flag options are enabled (see the Datafile 2019 Supplement for more details on this)

Nominal and Cashbook

Datafile 2021

Postponed VAT Accounting

From 1st January 2021, if your business is registered for VAT in the UK you will be able to account for import VAT on your VAT return for goods you import into:

- Great Britain (England, Scotland, and Wales) from anywhere outside the UK
- Northern Ireland from anywhere outside the UK and EU

Accounting for import VAT on your VAT return means you can declare and recover import VAT on the same VAT return, rather than pay it upfront and recover it later. The normal rules about what VAT can be reclaimed as input tax still apply.

You can account for import VAT on your VAT Return if:

- The goods you import are for use in your business.
- You include your EORI number starting with 'GB' on your customs declaration.
- You include your VAT Registration No on your customs declaration (if needed).

An online monthly statement will be available from the HMRC to download and keep for your records. It will show the total import VAT postponed for the previous month which you need to include on your VAT Return. To include on your VAT Return you need to complete the following boxes on your VAT Return.

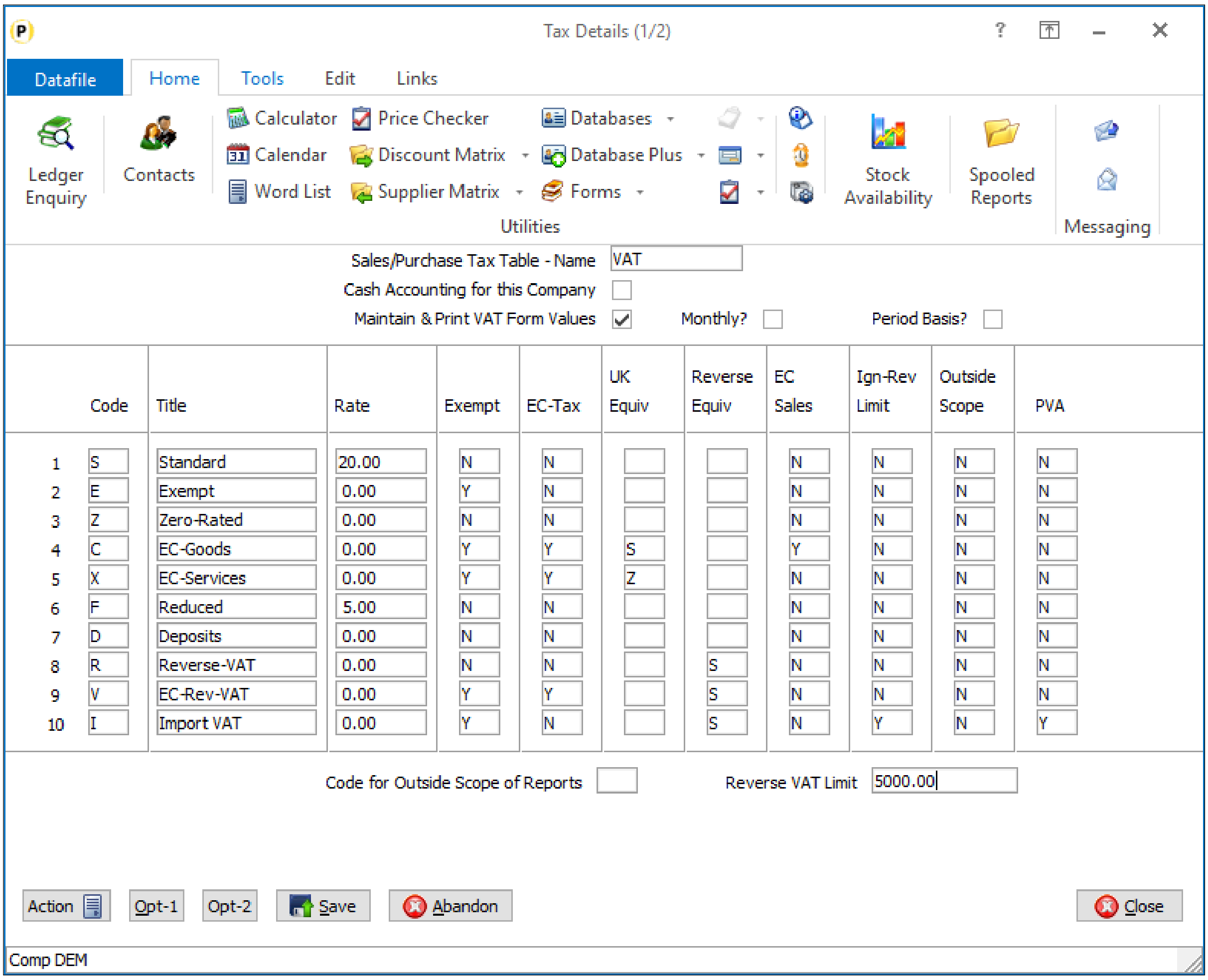
Box 1 Include the VAT due in this period on imports accounted for through postponed VAT accounting.

Box 4 Include the VAT reclaimed in this period on imports accounted for through postponed VAT accounting.

Box 7 Include the total value of all imports of goods included on your online monthly statement, excluding any VAT.

VAT Table

A new VAT code is required to identify VAT transactions processed under postponed VAT accounting and a new parameter has been added to the VAT table.



Code – set the code to be used for Import VAT. We have used 'I' here but can use any character.

Title – set the title to be displayed, for example, 'Import VAT'.

Rate – set the rate to 0.

Exempt – set the flag to Y (if set on a supplier this VAT code will override any picked up from Stock)

EC Tax – set this flag to N

UK Equivalent – leave this blank

Reverse Equivalent – set this to main UK tax code (i.e., S)

EC Sales – set this to N

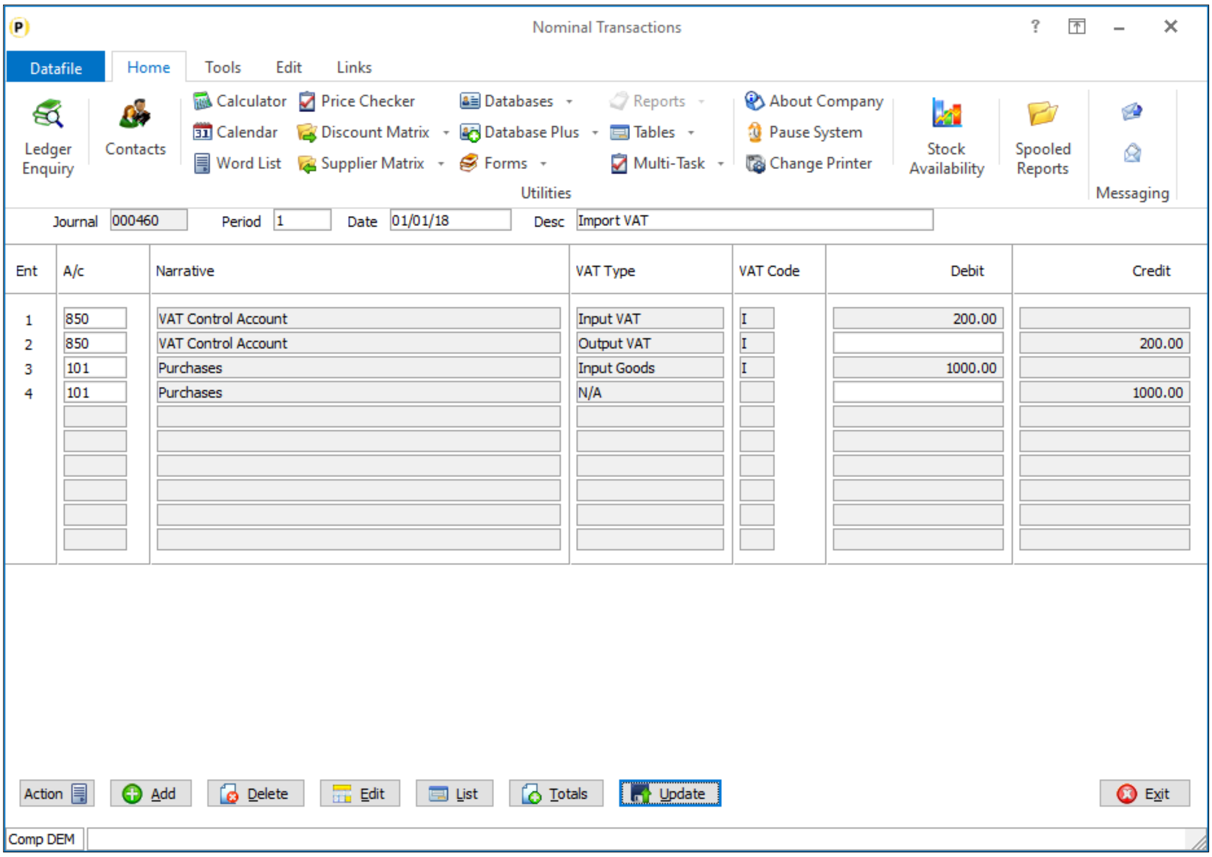
Ignore Reverse VAT Limit – set this to Y

Outside Scope – set this to N

PVA – set this to Y

Posting Your Import VAT Journal

If posting the Import VAT from your online statement you can use the Nominal Journal postings.



For the example here we have assumed that your Import VAT is for £1000 worth of goods and £200 for VAT. Your supplier invoice has already been posted using an Out-of-Scope VAT code to your Purchases nominal code.

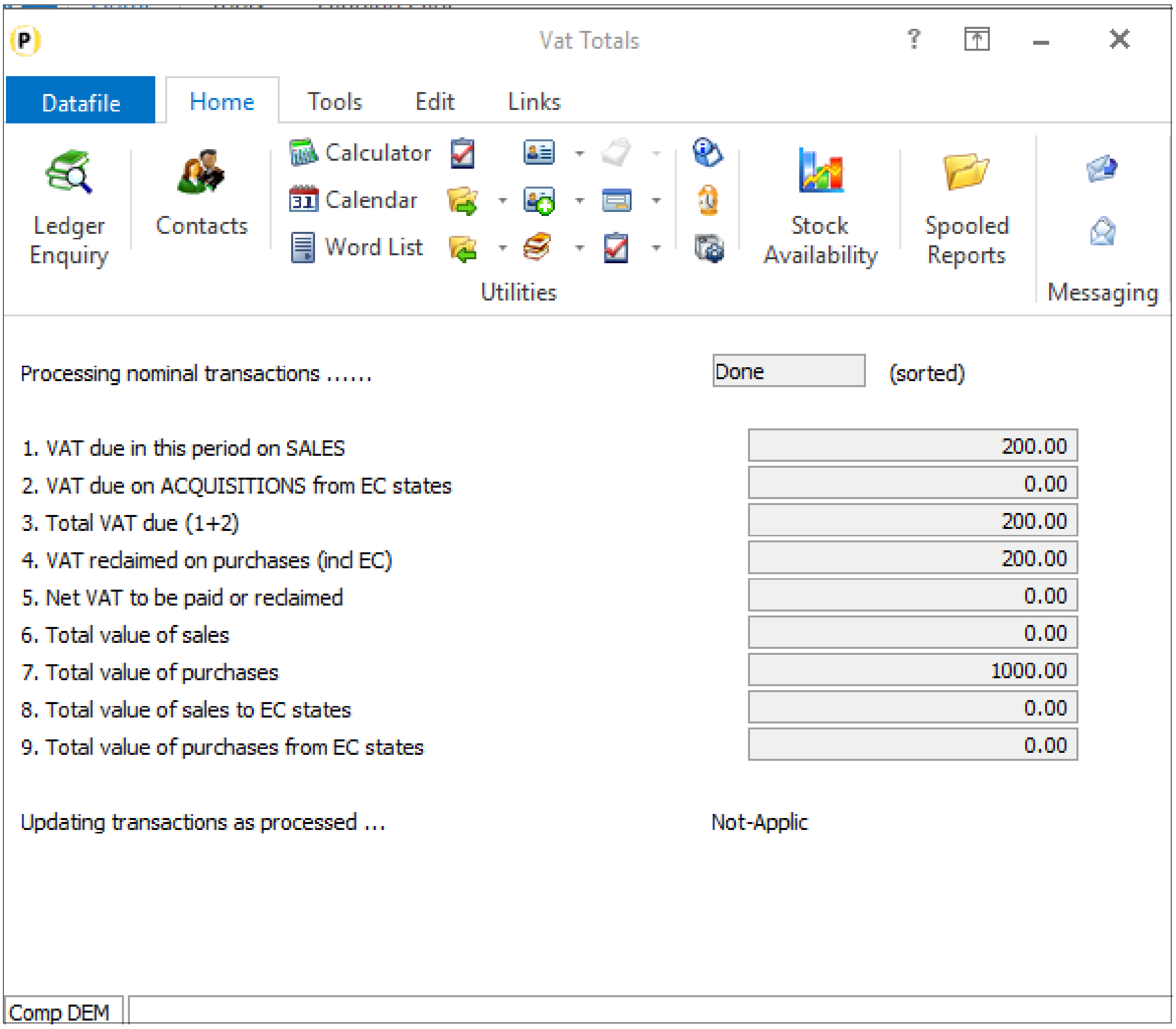
The first entry updates the VAT Form Box 4 value with the VAT reclaimed in this period on imports accounted for through postponed VAT accounting.

The second entry updates the VAT Form Box 1 value with the VAT due in this period on imports accounted for through postponed VAT accounting.

The third entry updates the VAT Form Box 7 value with the total value of all imports of goods included on your online monthly statement, excluding any VAT.

The fourth entry reverses the original supplier invoice posting.

When you submit your VAT Form 100 then this would be updated as:



Posting Supplier Invoices

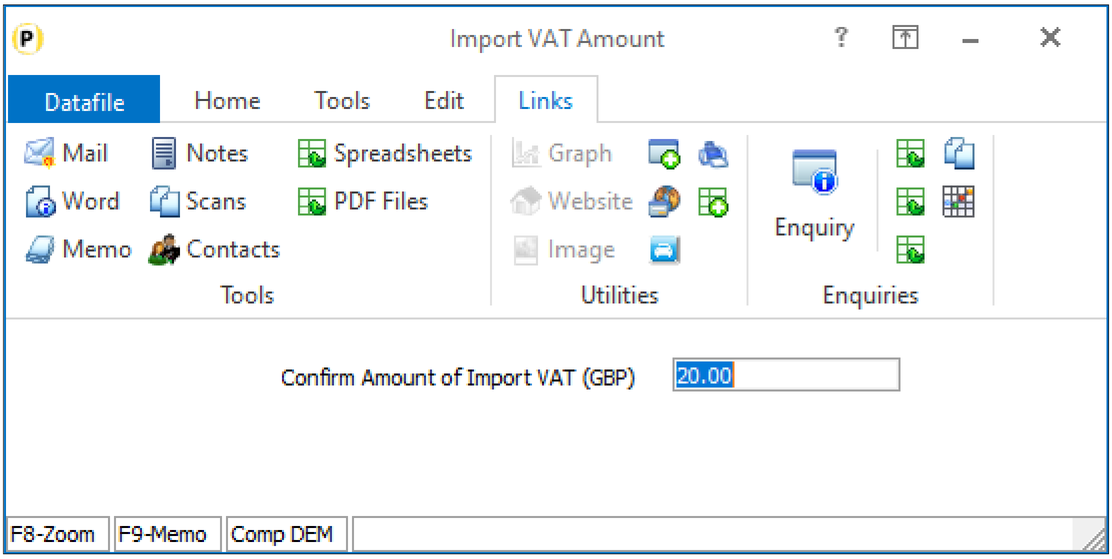
Generally, if using the online statement to update your VAT return your supplier invoices would be posted under an ‘Out-of-Scope’ VAT code.

The nominal journal posting would then declare the Import for VAT purposes. Any duty invoices would be posted using standard VAT as usual, but they would no longer include import VAT entries.

You can, however, use the Import VAT as part of your supplier invoice postings – this will update boxes 1, 4 and 7 on the VAT Form as per the nominal journal above. You may still need to post manual adjustments due to ‘timing’ issues between your supplier invoice updating and your HMRC online statement.

The use of the Import VAT tax code is restricted to suppliers with a non-GB EC Country Code. If you attempt to use an Import VAT tax code for a UK supplier, you will be warned accordingly.

Otherwise for direct entry in the Purchase Ledger or Supplier Invoices in Purchase Invoice entry then after confirming the VAT code you will be prompted to confirm the amount of Import VAT.



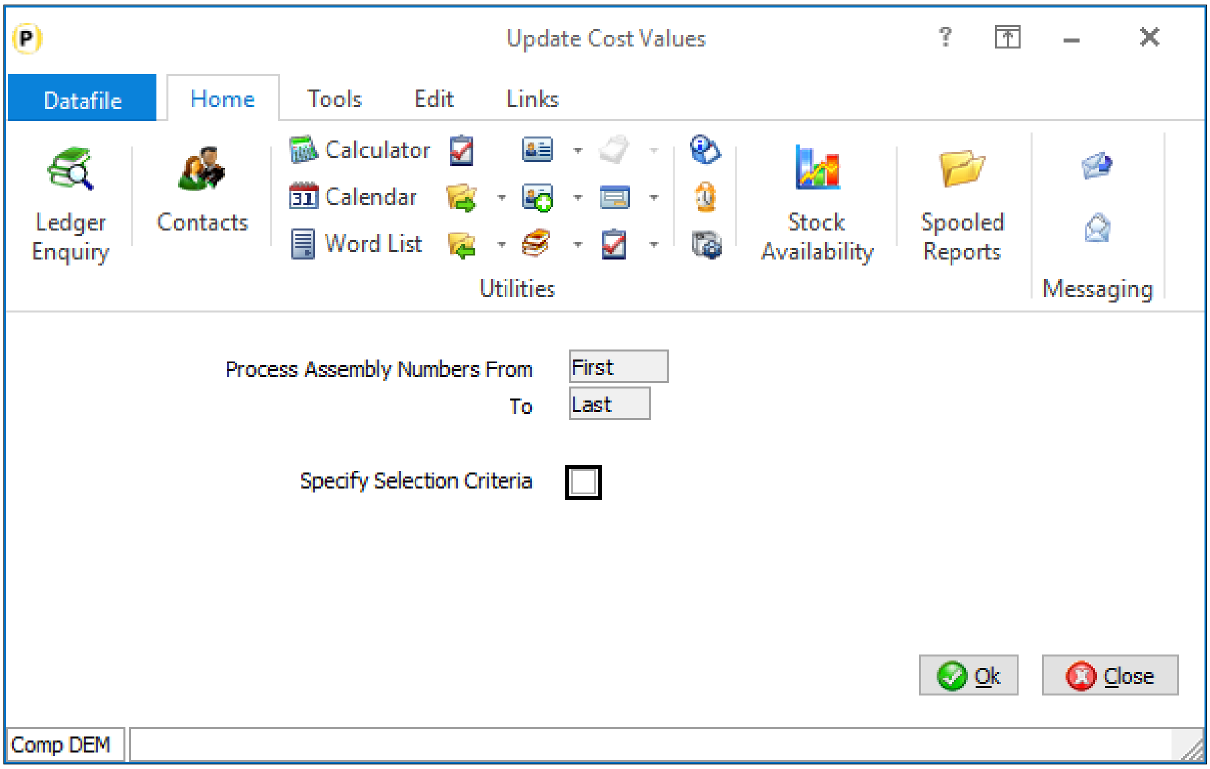
For Purchase Order Processing when raising the supplier invoice the Import VAT will be calculated and updated automatically but if confirming VAT on a line-by-line basis you will also be prompted to confirm the Import VAT. Regardless of the currency of the supplier the Import VAT would be calculated / entered in GBP.

Stock Control

Recalculate Cost of Assemblies

Datafile 2021

The Recalculate Cost of Assemblies procedure updates the cost price on the finished stock item based on the current cost of the components. Currently the procedure allows you to set the range of assembly codes to be processed, this new feature allows you to use the selection criteria tools instead.



If selection criteria are required select this option and the usual criteria options are available.

Installation

No configuration changes required. This option is available on update to Datafile 2021.

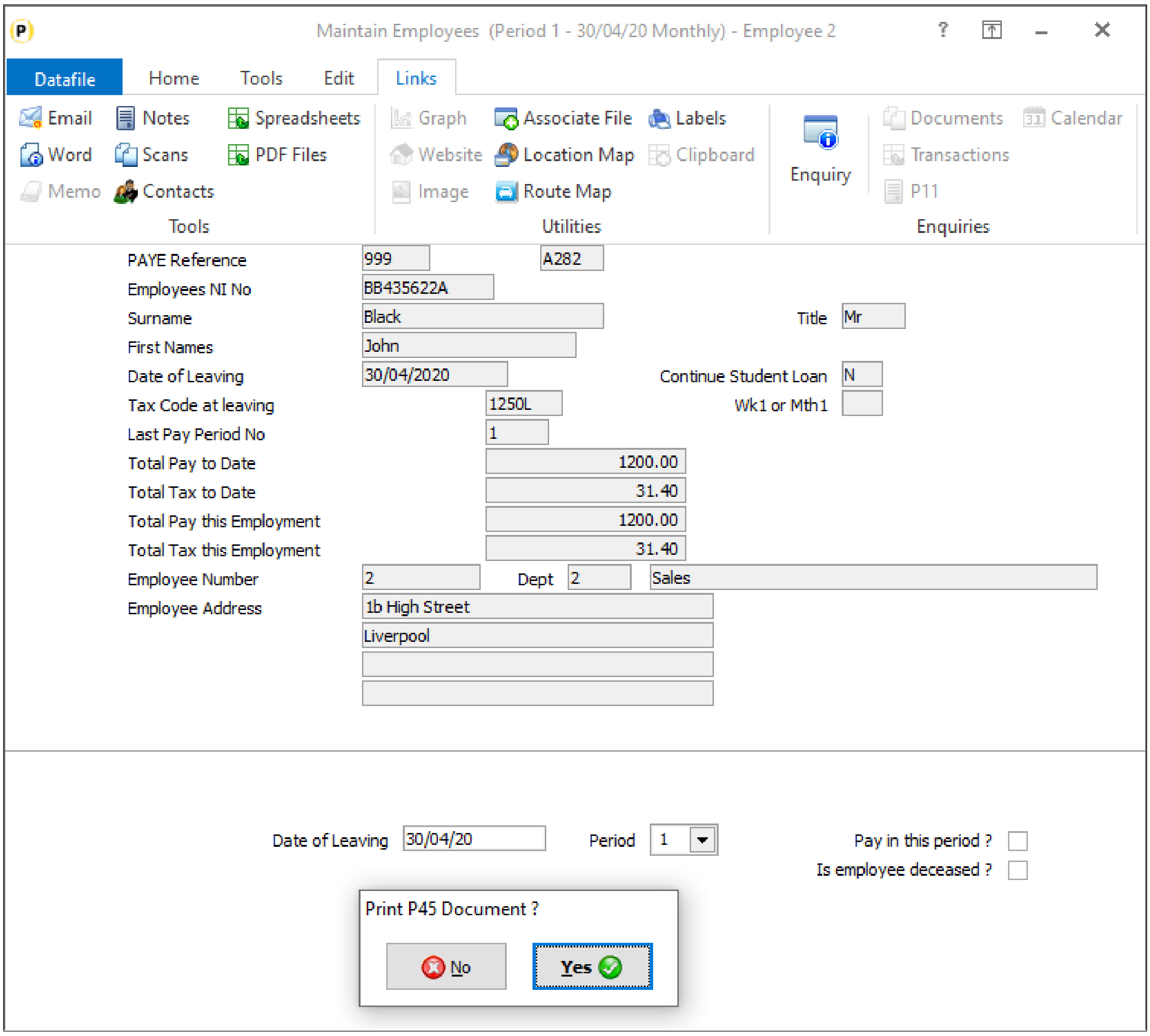
Payroll

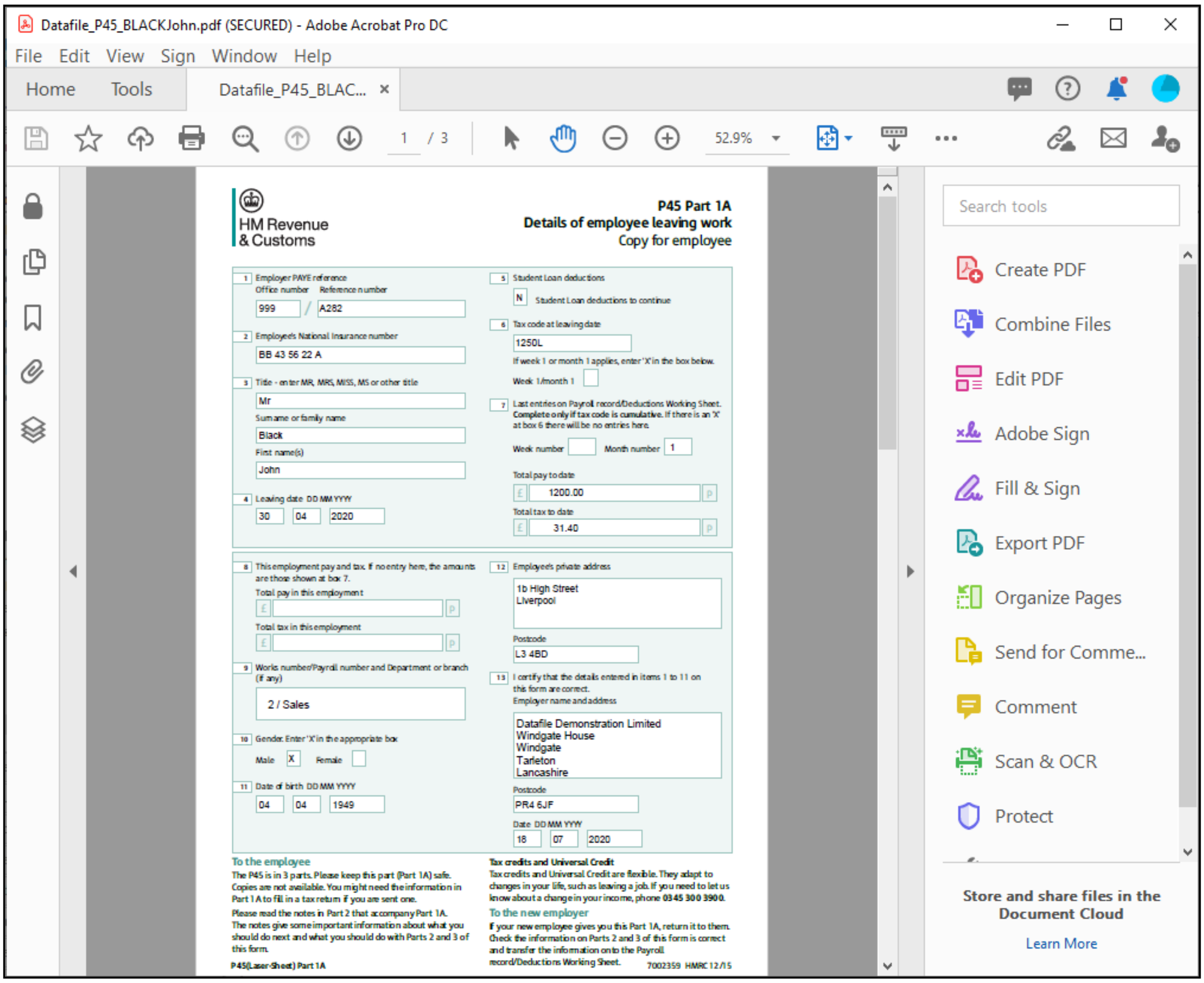
Print P45 to PDF Form

Datafile 2021 and Release 7.4

A new option has been added to Payroll to print the P45 document to a PDF form document template. This allows you to print the P45 from the software to plain paper without ordering HMRC stationery.

If enabled, then when print the P45 the system will no longer prompt with the printer dialog but will open your default PDF software to display the P45 form.





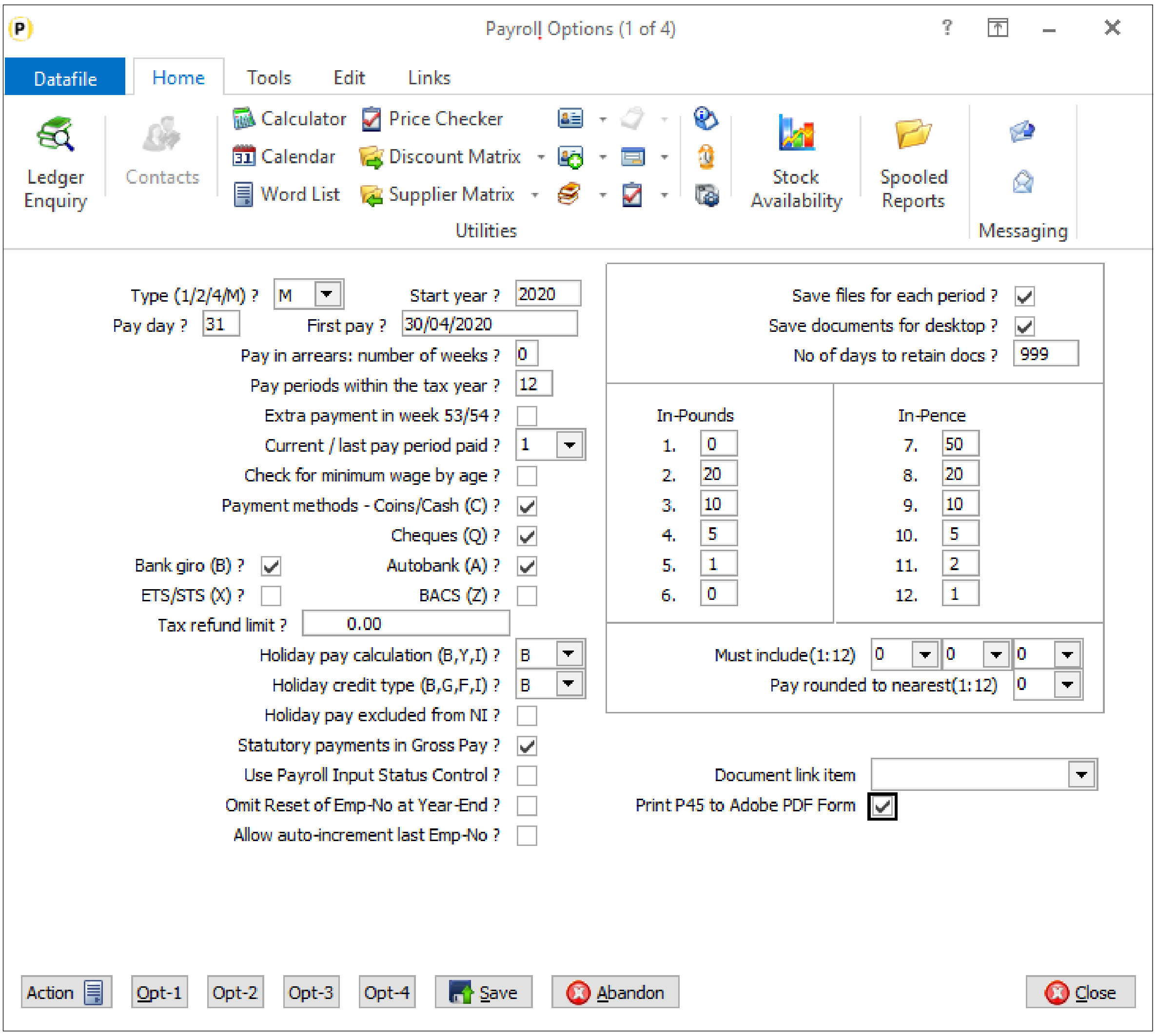
You can then use the print / email options within the PDF software as required.

Installation

<u>System Profiles</u>

A new parameter has been added to the Payroll System Profiles to enable the P45 print option. To update *Diamond* and *Premier* users should select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. *Professional* users should select **Installation**, **Lock Out All Systems** and then **System Profiles.**

Select the **Payroll** application, the new parameter is on the Payroll Profile screen.



Print P45 to Adobe PDF Form – set to use the Adobe PDF Form for P45 print.

Notes

The P45 document is created in a folder **Completed_Forms** off the main Datafile folder – usually DF or DFWIN. This folder will be created on first use. You may wish to discuss with your network support provider restricting access to that folder to required personnel.

As the P45 is not printed from Datafile it cannot be saved to the usual document history options. You can however save a copy of the PDF in the Associate File folder if needed (though the P45 can be re-printed as required).

This option is only available for the 20/21 tax year onwards.

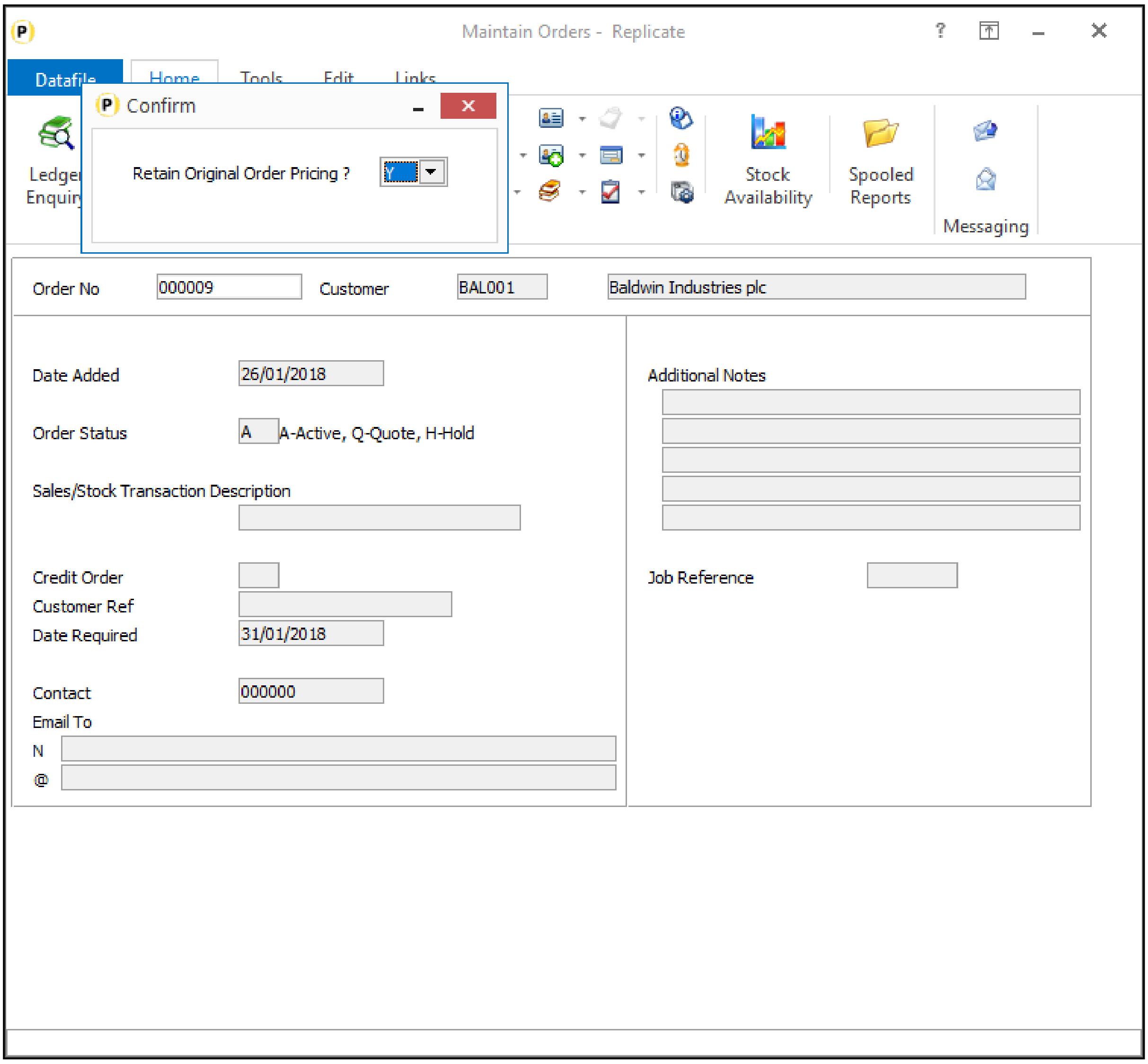
Sales / Purchase Order Processing

Replicate Orders – Retain Original Order Pricing

Datafile 2021
Diamond and *Premier* only

As part of the configuration options for Order Replication the system allows a parameter setting as to whether original order prices are carried over to the new order. Set to 'Y' then prices are carried over from the original order, set to 'N' prices are reset to the current stock/matrix prices.

This new feature allows for the retention of the original order prices to be a prompt to the user during order entry.



The prompt 'Retain Original Order Pricing' will default the response based on whether set to retain original order pricing within the parameter settings.

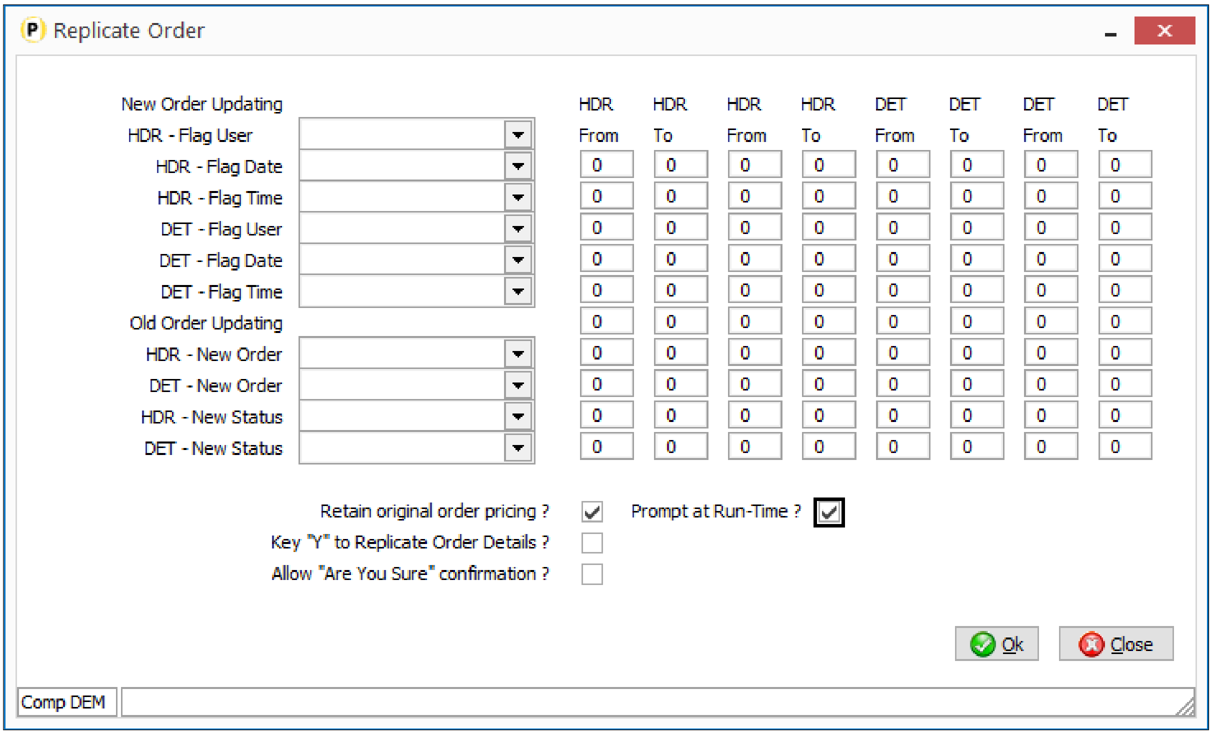
Installation

Application User Facilities

To enable the option to prompt to retain original order pricing a new option has been added to the replication parameters.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales (Purchase) Order Processing** and **Enter/Amend Orders**.

Next select **Advanced Input Facilities**, **Optional Features** and move to screen 3. As you <Enter> through the parameter for 'Allow Replicate Order Header and Details' a pop-up parameter screen is displayed.

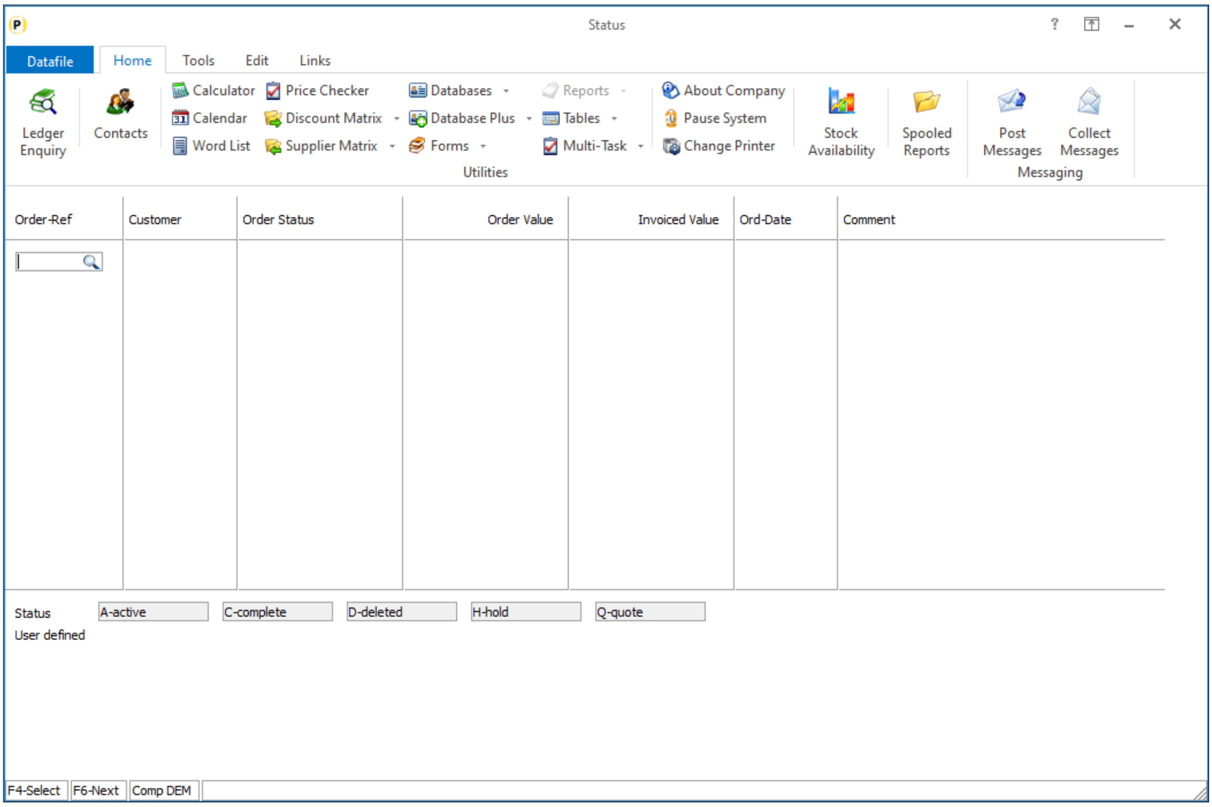


Prompt at Run-Time – set to prompt to retain original pricing at run-time, the default response of Y/N depending on setting for 'Retain Original Order Pricing'.

Change Order Status – Omit Option to Display in Sequence Entered

Datafile 2021
Diamond and *Premier* only

When selecting the option to change status of orders the first prompt asks to display orders in the sequence entered. This option lists each order in turn asking if wish to update the status. This new option allows you to omit this prompt and to automatically ask for the order to update.



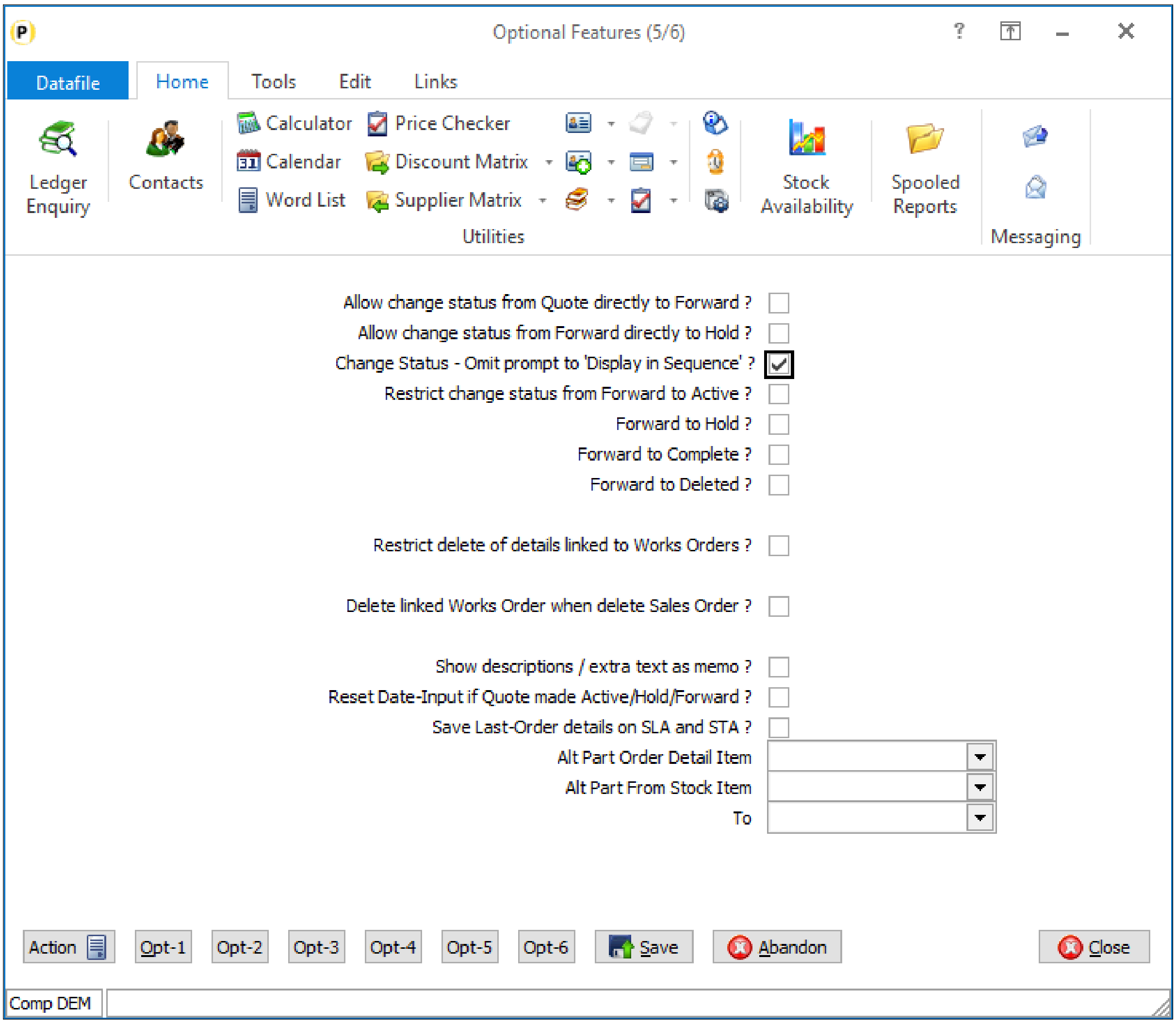
Installation

Application User Facilities

To enable the option to omit the prompt to display orders.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales (Purchase) Order Processing** and **Enter/Amend Orders**.

Next select **Advanced Input Facilities**, **Optional Features** and move to screen 5.

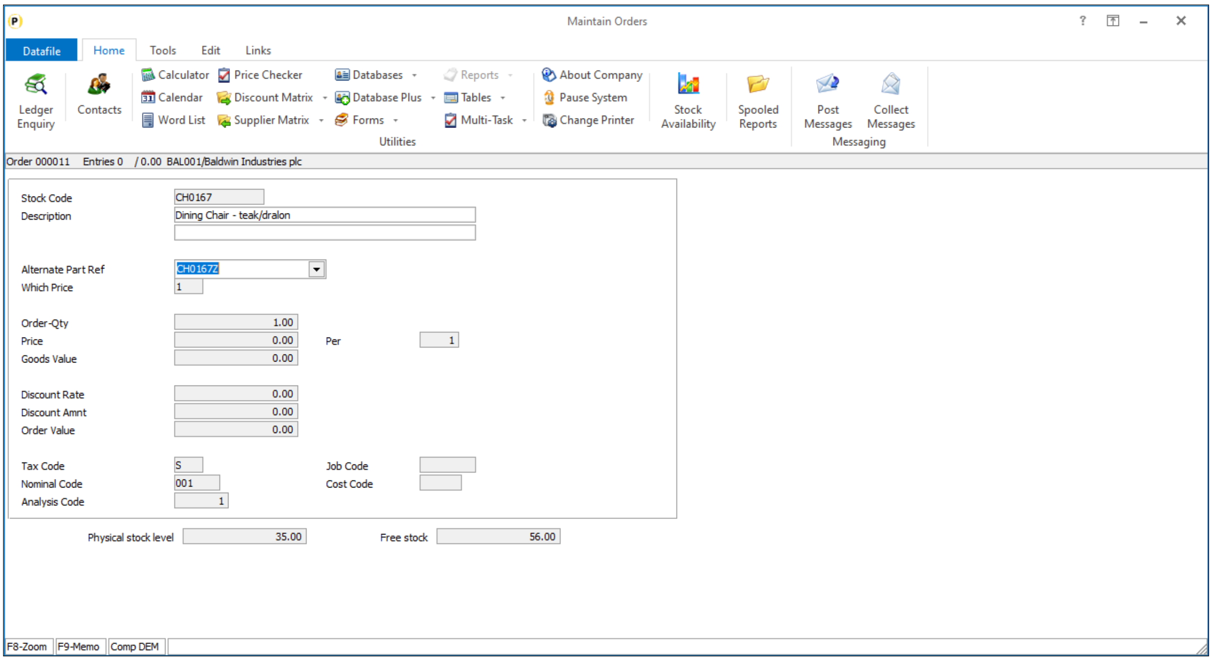


Change Status – Omit Prompt to 'Display in Sequence' – set this option to omit the prompt.

Select Alternate Part References

Datafile 2021
Diamond and *Premier* only

This new feature allows you to select a 'part reference' from a list of data items on the stock record.



The reference options will be offered via a drop-down list or via F4-Select to choose, alternatively you can type in a reference not on the list. Note if enter a new reference this is not saved for future selection.

Installation

Database Changes

Changes are required to the Sales/Purchase Order Detail and the Stock Records databases to record the alternate references. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales/Purchase Order Processing application or the Stock Control application and elect to update the **Live Files** and then select the appropriate application file.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

File	Item Name	Type	Description
SOD/POD	ALT-PART-REF	X	Holds the selected alternate reference.
STA	ALT-REF-1	X	Holds the first of series of the available alternate references.
STA	ALT-REF-*N*	X	Holds the nth alternate reference. Create items as required as a consecutive block.

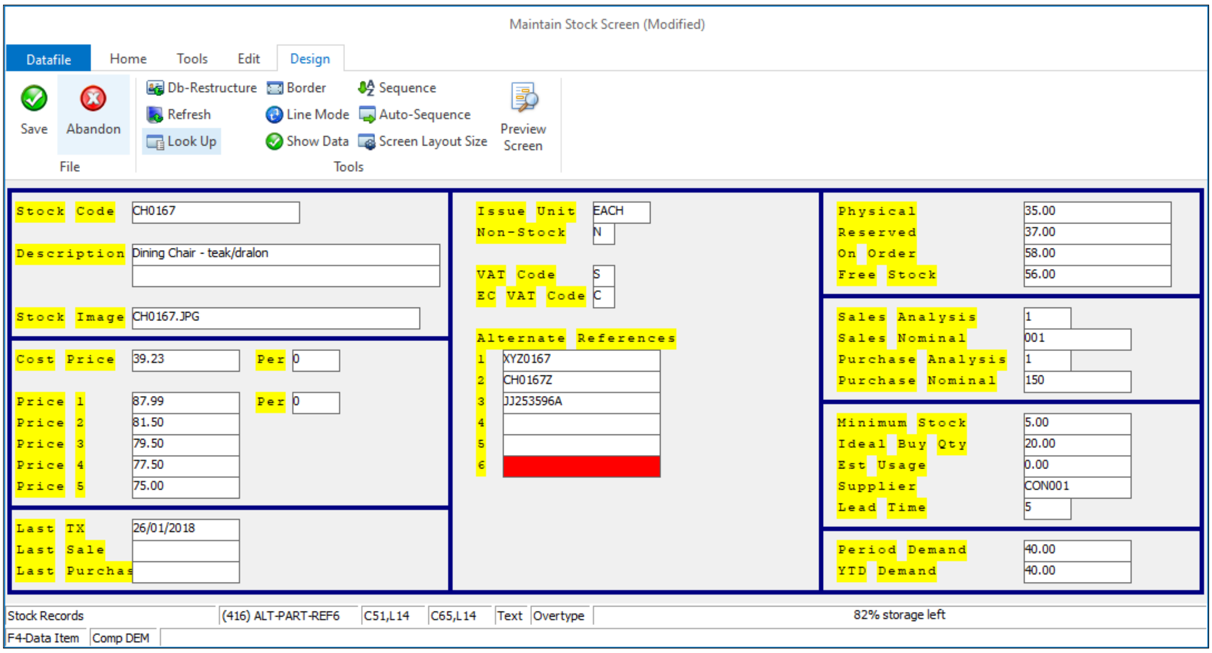
Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to '**Extract Existing Data to New Database Structure**' and, if appropriate, '**Copy Table Entries from Old Database to New Database'.** Final prompts ask to '**Remove (.OLD) Database**' and to '**Carry Out the Same Restructure on the BASE File as**

well' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Application Screen Layouts

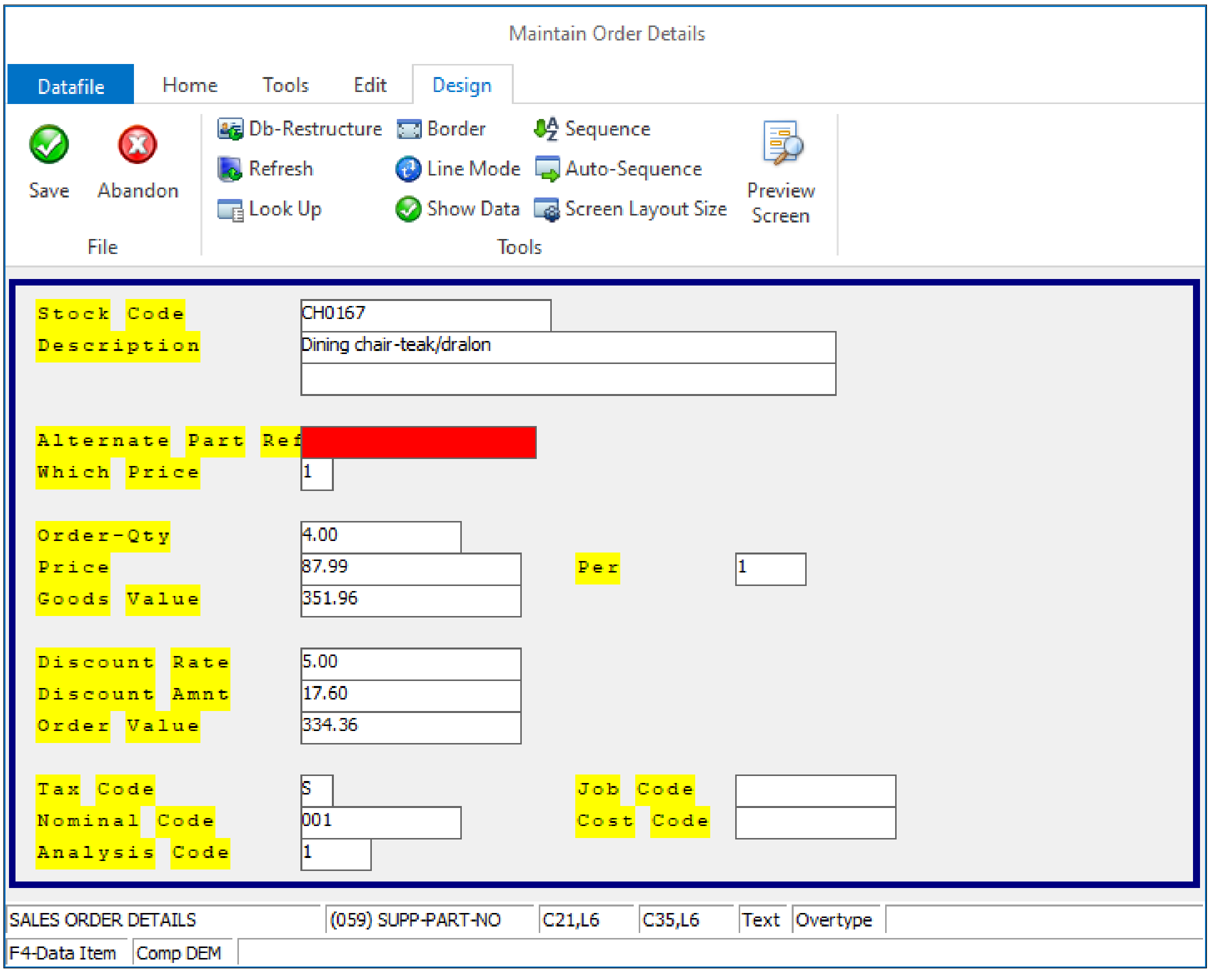
Updates are required to a stock maintenance screen and the sales/purchase order detail entry screens to allow input of the alternate references.

To update the main Stock screen, **Installer** users can right-click on the **Stock Records** option on the main Stock menu and choose to update the **Add New Stock** screen. Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Stock Control application followed by **Maintain Stock** and **Add New Stock Records**.



Screen Design is in the usual manner - To insert text labels such as 'Alternate References' use the mouse to position the cursor where required and then type the required text. To insert the data items, position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required.

To update the Order Detail entry screen **Installer** users can right-click on the **Order Entry** option on the main Sales/Purchase Order Processing menu and choose **Enter / Amend Orders** and **Maintain Order Details**. Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Sales/Purchase Order Processing application followed by **Enter/Amend Orders** and **Maintain Order Details**.



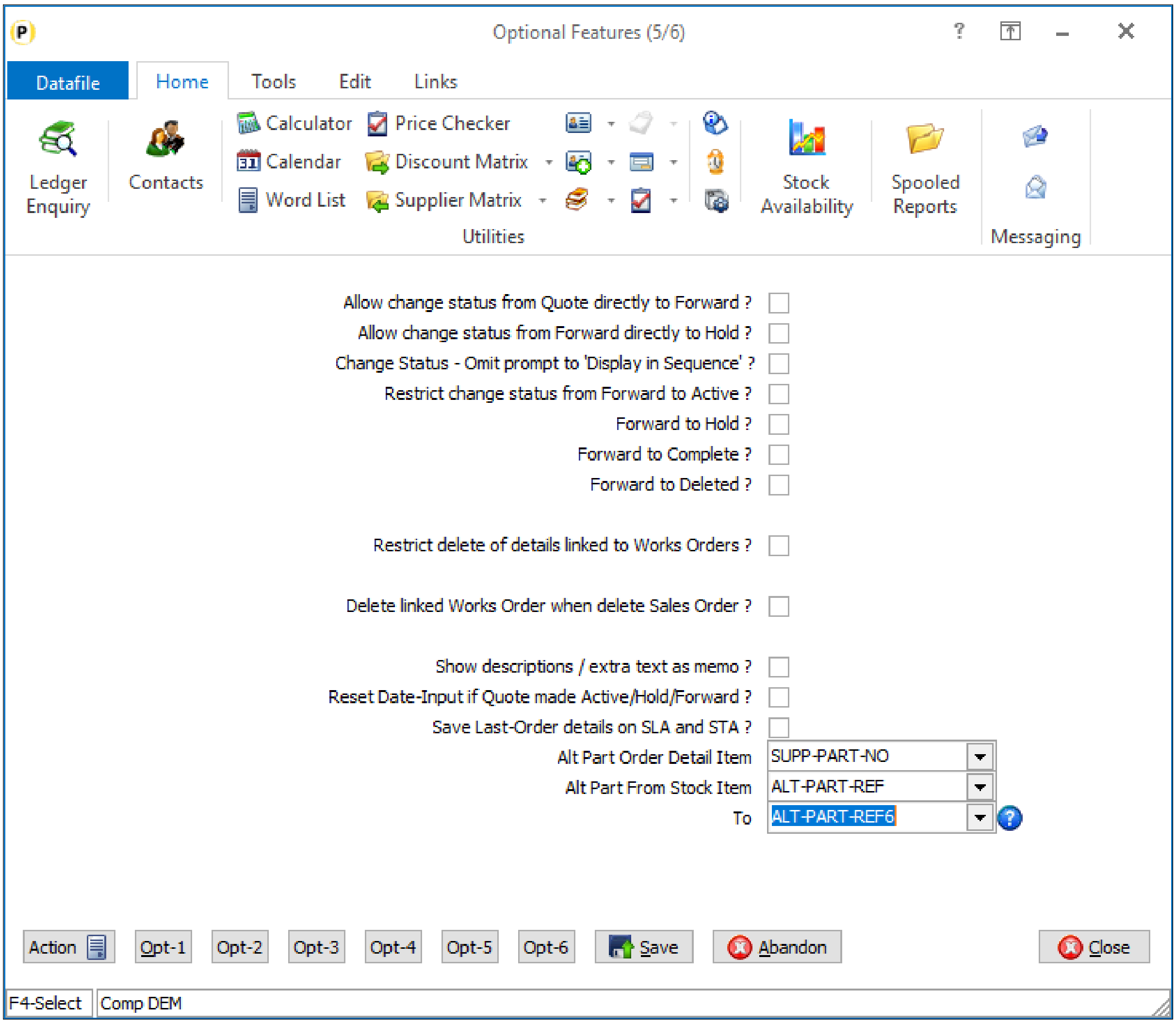
Again, enter the text label and position the data item as required.

<u>Application User Facilities</u>

To enable the option new parameters have been added to the SOP/POP Optional Features.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales/Purchase Order Processing** and **Enter/Amend Orders**.

Next select **Advanced Input Facilities**, **Optional Features** and move to screen 5.



Alt Part Order Detail Item – reference the data item on the Order Detail file for input of the alternate reference.

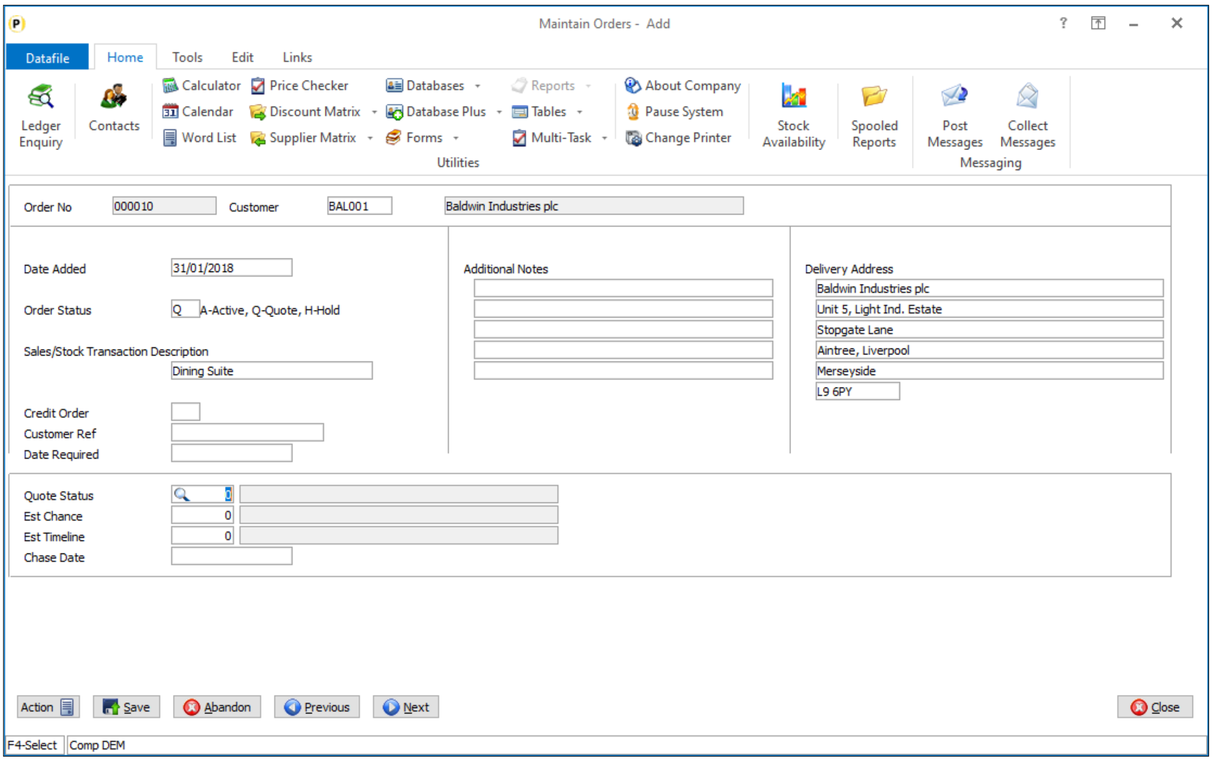
Alt Part From/To Stock Item – reference the first and last in consecutive range of data items on the stock records file for the alternate references available.

Increased Screen Width for Selective Order Screens

Datafile 2021
Diamond and *Premier* only

Sales and Purchase Order entry allow the options for selective screens – these are designed to allow input to selected items based on criteria allowing you to streamline the order entry process. You may, for example, have a selective order header screen that displays when entering a quote or when entering a credit order.

Earlier updates allowed options to use expanded screen layouts within Order Entry for the main order header and detail entry screens. This update includes changes to support increased screen width for the selective order entry screens.



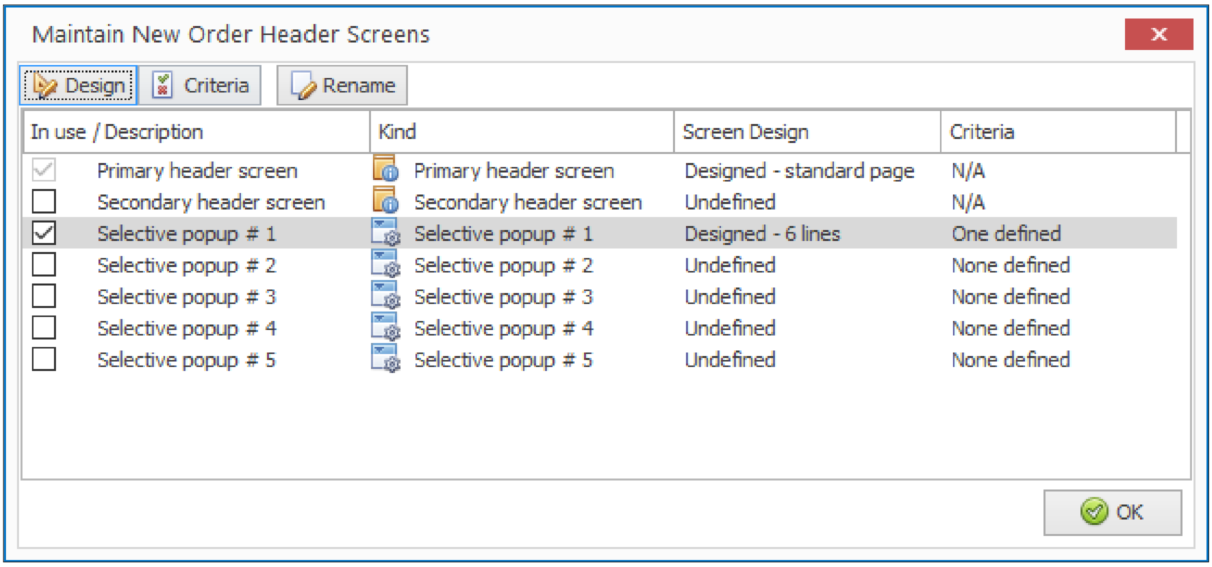
Installation

<u>Application User Facilities</u>

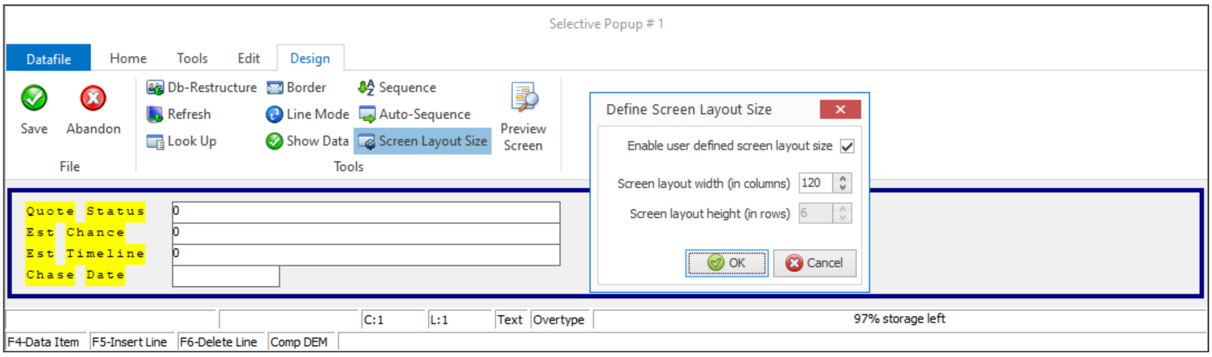
To enable the increased size the Screen Design parameters have been updated to allow expansion of the screen parameters.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales/Purchase Order Processing** and **Enter/Amend Orders**.

To update the selective header screens users should choose the option to 'Maintain New Order Header Screens'



Highlight the selective screen required and click the DESIGN button at the top of the screen. Confirm the number of lines down (this option is unchanged) and the screen will be displayed.



To enable the user-defined screen size select the option **Screen Layout Size** on the ribbon and set to enable the user-defined screen size and define the width required.

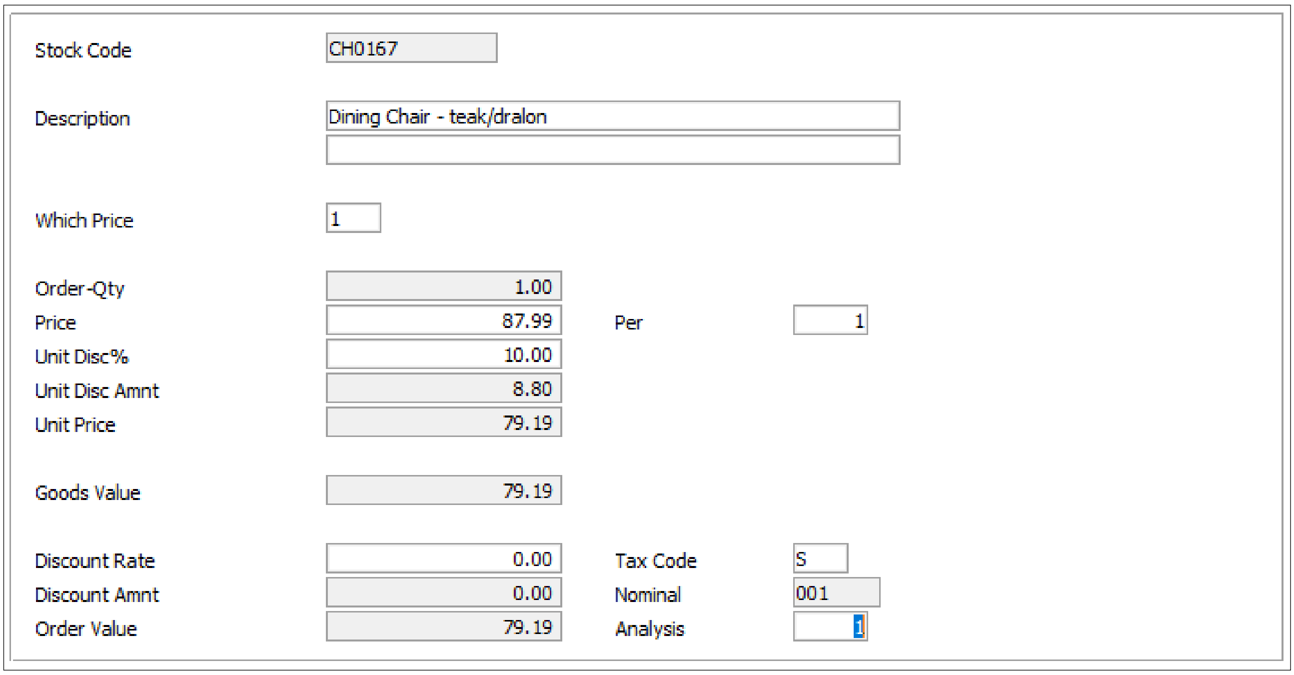
To update the selective detail screens users should update the main detail screen via **Maintain Order Details**. When save the main screen you will be prompted if wish to update the detail screens.

Alternate Discount Item

Datafile 2021
Diamond and *Premier* only

When entering sales orders, the entered discount is a discount based on the goods value (qty x price) rather than a discount on the unit price. You can create a calculated data item to show the unit price but, as the discount is still based on goods value, you could have queries from customers with regards to the final price if show the discounted unit price due to rounding variations.

One of the existing functions of Datafile allows for the price item to be a calculated field and to update the price from the discount matrix / stock file to a part of this calculation. This new feature allows you to reference a 'alternate' discount item and update the discount from the discount matrix to this item.



Here the screen shows the full price calculation process – price no, price, unit disc% and amount, unit price, goods value, line discount rate/amount and order value – you can omit the line discount items and goods value if required.

Installation

<u>Database Changes</u>

Changes are required to the Sales Order Detail database. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales Order Processing application and elect to update the **Live Files** and then select the application detail file.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

File	**Item Name**	**Type**	**Description**
SOD	UNIT-DISC-%	K, L	Updated with default line discount or matrix discount.
SOD	UNIT-DISC-AMT	*	Calculation of Price * Unit-Disc / 100 (constant item)
SOD	UNIT-PRICE	*	Calculation of Price less Unit Disc Amt
SOD	GOODS VALUE	*	Calculation of Qty x Unit Price (used to display in screen instead of order value on add when omitting standard line discount items)

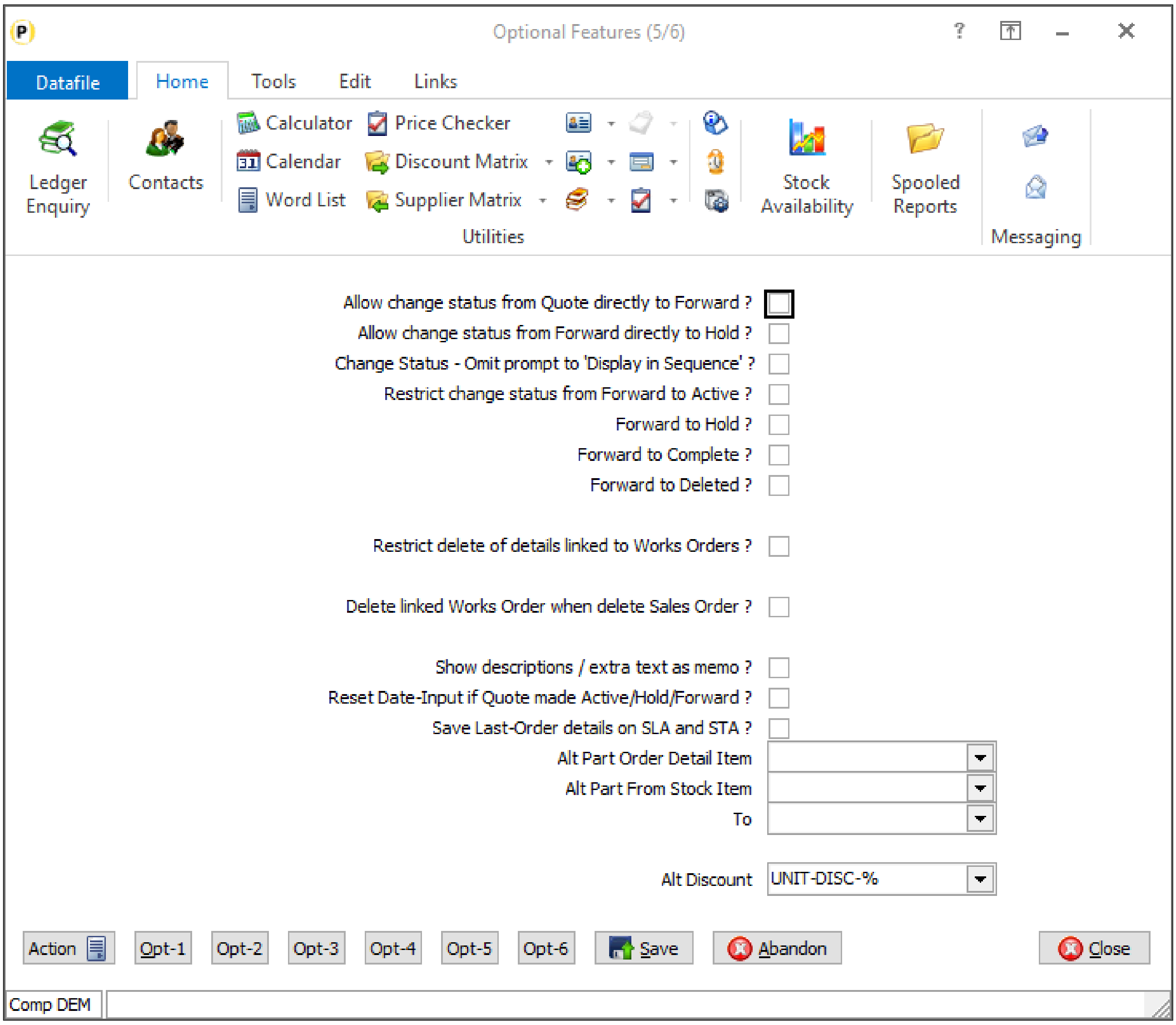
Database Profiles

Within the DB Profiles you need to update the 'Alternate Price' item to be your existing (currency) price item and amend the (currency) price item to reference the new unit price calculation item.

The Alternate Price Each item is referenced on Detail Optional 3, the price item on Detail Mandatory. If currency configured the price item on Detail Mandatory should not be changed, instead update the currency price item on Detail Optional 5.

Application User Facilities

To define the alternative discount item, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the appropriate Order Processing application before selecting **Enter/Amend Orders**, **Advanced Input Facilities** and **Optional Features**. The new alternate discount option is available on screen 5.



Alt Discount – reference the UNIT-DISC-% item added earlier. Discount Matrix unit discounts and order header default line discounts are updated to this item rather than standard detail line discount.

Notes

As the unit discount option is only applicable when using full screen detail entry, you need to configure the system accordingly.

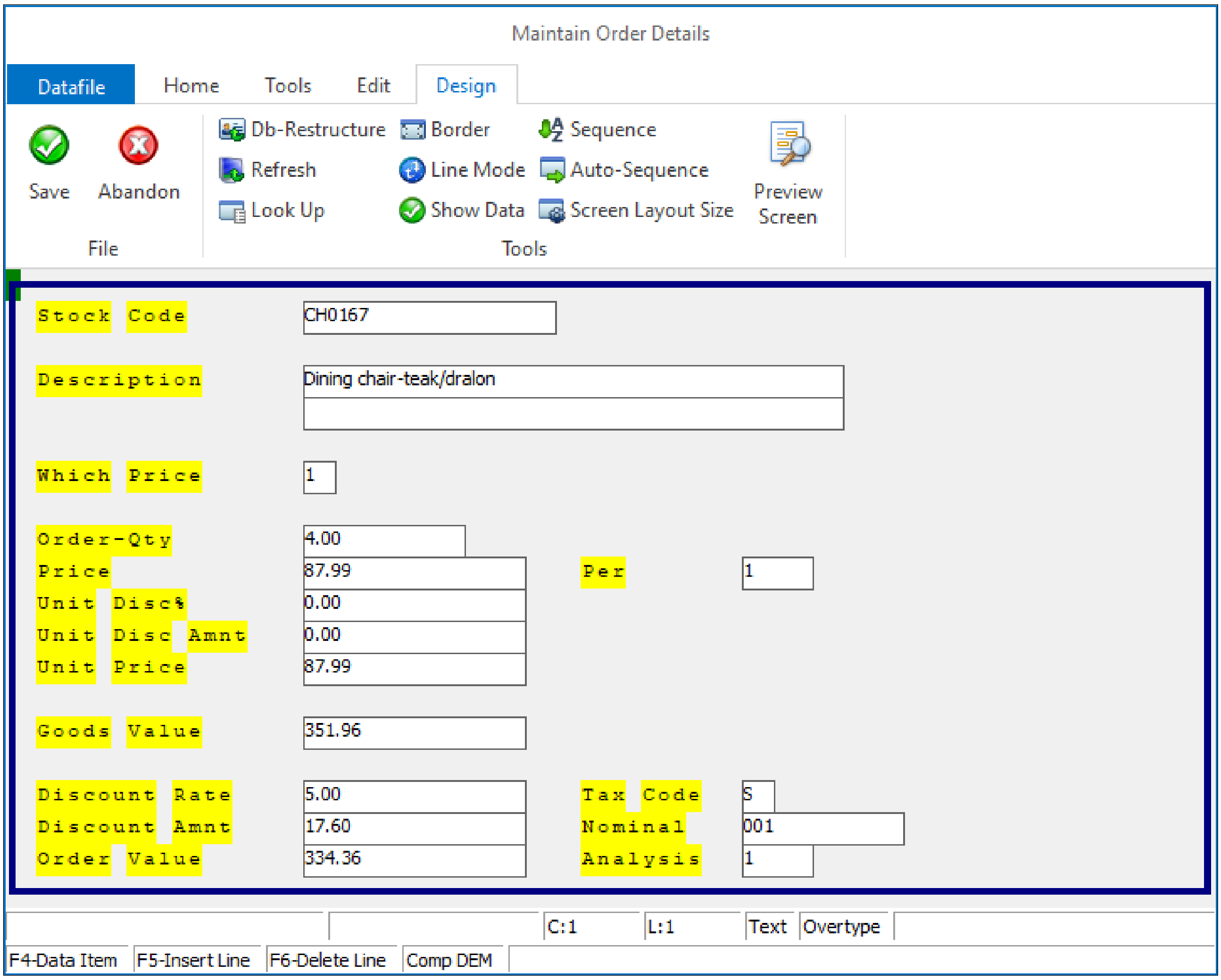
Set on parameter screen 1 of the optional features to ‘Use Full Screen Design for Order Entry’ and set on parameter screen 2 to ‘Maintain Details in Pick Format’, ‘Insert at Current Line’ but switch OFF ‘if Pick Display, toggle to full screen’.

Options to omit entry of Line Discount Rate/Amount are also available on screen 2.

Application Screen Design

The Order Detail entry screen will need to be updated to include the new items. To **Installer** users can right-click on the **Order Entry** option on the main Sales Order Processing menu and choose to update the **Maintain Order Details** screen.

Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Sales Order Processing application followed by **Enter/Amend Orders** and **Maintain Order Details**.



Screen Design is in the usual manner - To insert text labels such as 'Unit Disc Rate' use the mouse to position the cursor where required and then type the required text. To insert the data items, position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required.

Screen Items are required for Price No, Price (this is the Alt Price Each referenced item), unit discount rate and amount, unit price and order value. Items should be consecutive in screen input sequence.

You may also wish to review Ledger Enquiry screen / list items configured for display.

Document Design Manager

As the DB profiled price item is now the discounted price and line discount is no longer used you should review your document design templates for Sales Order Processing to maintain consistency with the new order price calculation.

If the pre-discount price is required update the document layout to display the Price from the 'Order Detail Items to be Printed', the discounted unit price will be displayed as the Price from the 'Document Detail

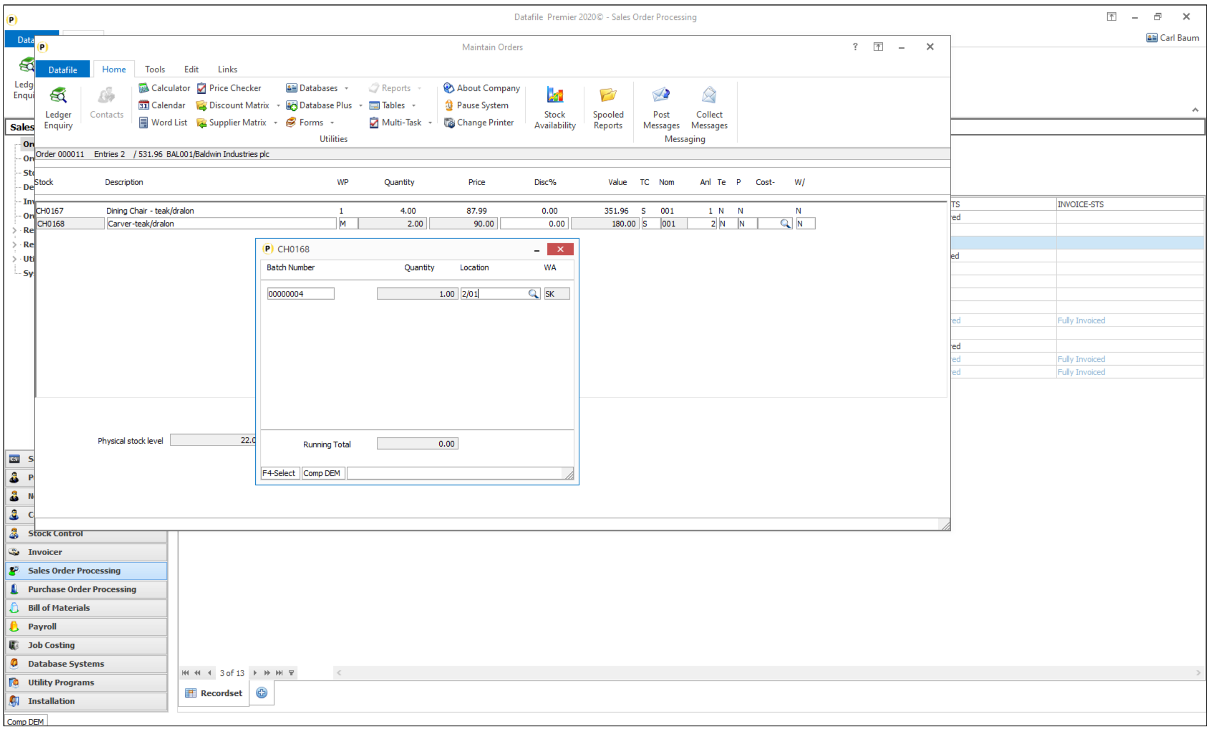
Line' category. Similarly, for discount rate/amount you will use the 'Order Detail Items to be Printed' category rather than the line discount items from the 'Document Details Lines' category.

Pre-Select Batches for Warehouse

Datafile 2021
Diamond and *Premier* only

When operating from multiple warehouses you may set a default shipping warehouse on the customer record for memo purposes. This new feature allows you to use that default shipping warehouse as a filter when selecting batches within SOP where not using the stock location prefix.

When configured options for entering batch/serial codes within sales order entry, document picking notes and delivery notes will default batches and only offer batches on F4 with a matching warehouse location.



Installation

<u>Database Changes</u>

Changes are required to the Sales Order Detail database and the Batch Records database to hold the warehouse location. For maintenance purposes you may wish to add the warehouse location to the Sales Accounts, Sales Order Header and Batch Location databases also. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the appropriate application and elect to update the **Live Files** and then select the required application file.

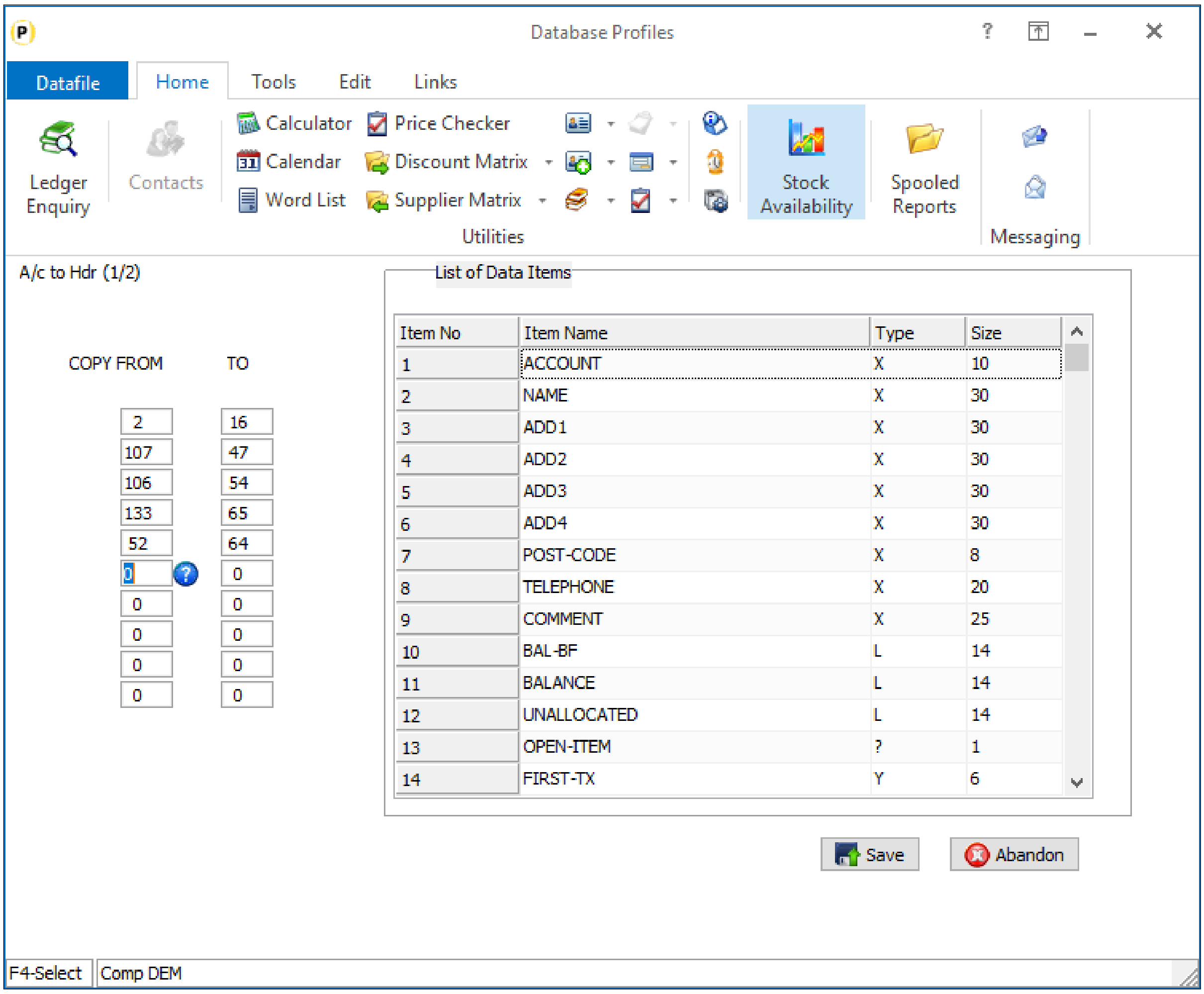
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

File	Item Name	Type	Description
SOD	WAREHOUSE	X	Holds the Warehouse Code for matching against batch records.
BAT	WAREHOUSE	X	Holds the Warehouse Code the batch is held within.
BTL	WAREHOUSE	X	Holds the default Warehouse Code for the location.
SLA	WAREHOUSE	X	Holds the default Warehouse Code to be used for the customer.
SOH	WAREHOUSE	X	Holds the default Warehouse Code to be used for the order.

Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to '**Extract Existing Data to New Database Structure**' and, if appropriate, '**Copy Table Entries from Old Database to New Database**'**.** Final prompts ask to '**Remove (.OLD) Database**' and to '**Carry Out the Same Restructure on the BASE File as well**' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Set Database Profiles

To preset the sales order warehouse based on the customer, and to set the order lines based on a warehouse you need to set copy items within the Database Profiles for Sales Order Processing. To update these settings, select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the Sales Order Processing application and then the **Copy Acc to Hdr** parameter screen.

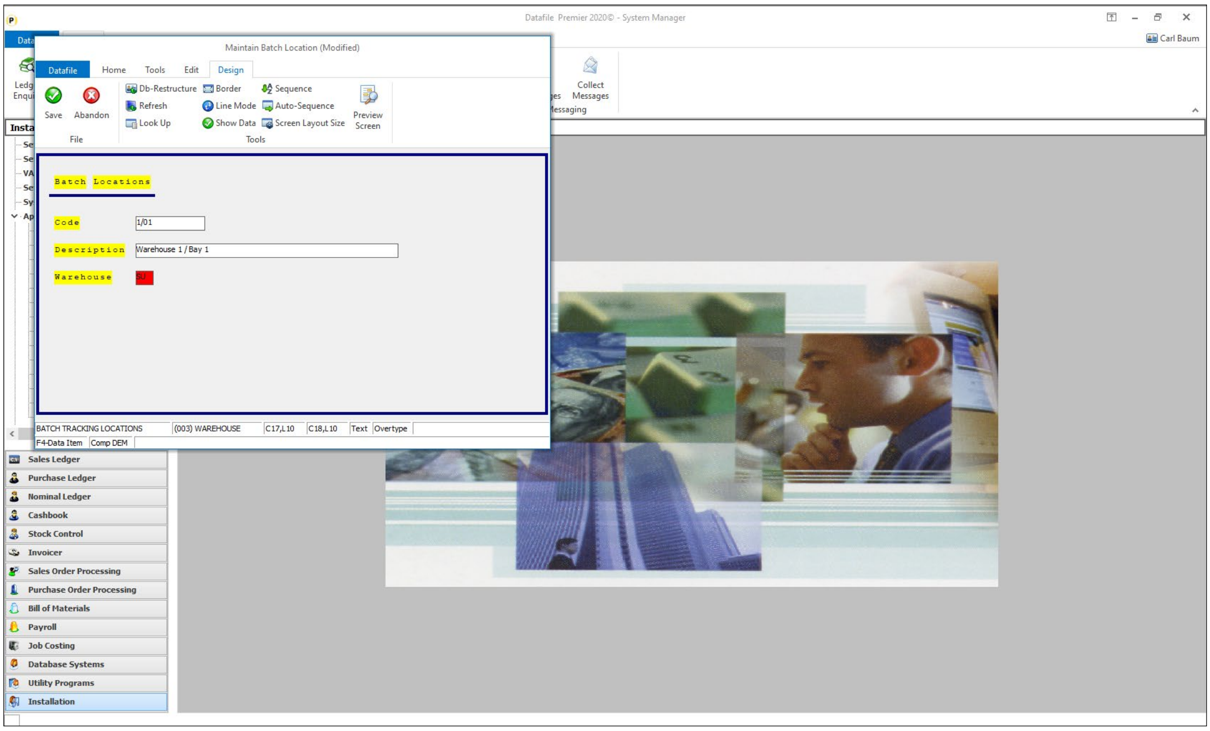


Reference the data item on the customer file and the item on the sales order header file that contain the warehouse code as a matching pair of from/to items. To update the sales order detail select the **Copy Hdr to Det** parameter screen.

Application Screen Layouts

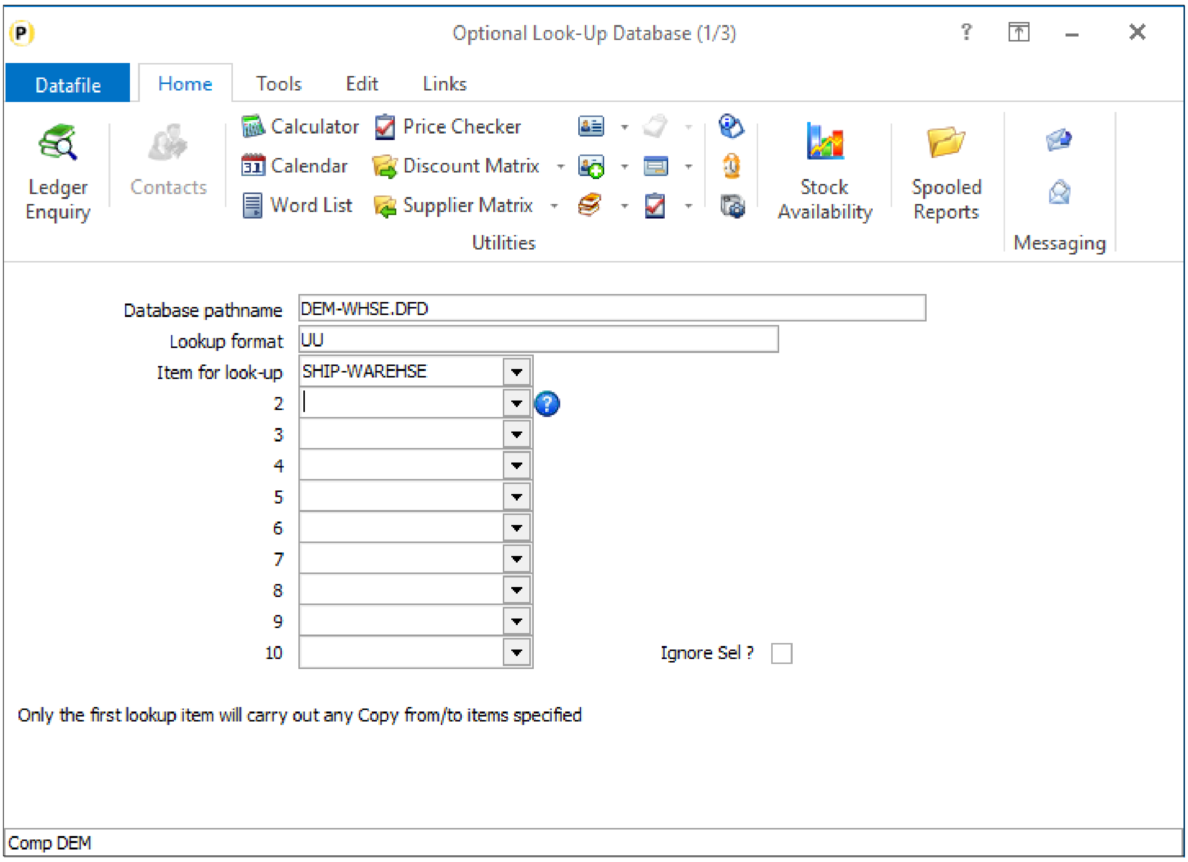
You will need to add options to the main Customer, Sales Order Header and Batch Location maintenance screens to record the warehouse location.

To update the maintenance screens, **Installer** users can right-click on the maintenance option on the application menu and choose to update the screen from here. Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required application followed by **Maintain Customer Records / Add New Accounts** (Sales Ledger), **Enter/Amend Orders / Enter New Order Header** (Sales Order Processing), or **Maintain Batch Location** (Batch Tracking).



Screen Design is in the usual manner - To insert text labels such as 'Warehouse' use the mouse to position the cursor where required and then type the required text. To insert the data item, position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required.

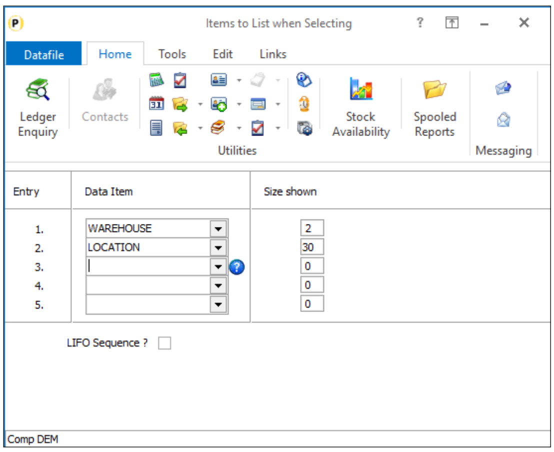
You may wish to use one of the lookup options within the screen design to allow validation of the warehouse location codes. To update the lookup definition(s) select the **Look Up** option on the Design tab. Customer and Sales Order Header maintenance screens allow three lookups to be defined and each lookup definition is prompted in turn, Batch Location maintenance allows one lookup. For each lookup you are prompted for:



Database pathname – enter the file pathname for the DFD to look up to.

Lookup format – enter the prime-index format for the lookup DFD.

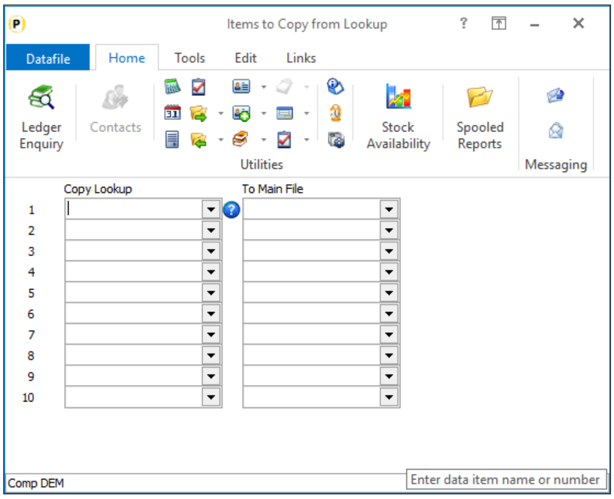
Item for Lookup – reference the item on the application file which allows the <F4-Select> function when adding/amending orders. On selected lookups you can nominate up to ten separate items on the file to lookup from to the same database, but any defined copy items are only actioned for the first lookup item.



Items to List when Selecting – enter up to five items from the lookup database to be listed when press F4 to search for a lookup value.

The size shown will default to that of the data item size. You can reduce this if required.

Set to LIFO to list the search results in reverse order (latest first) when searching on a secondary index.

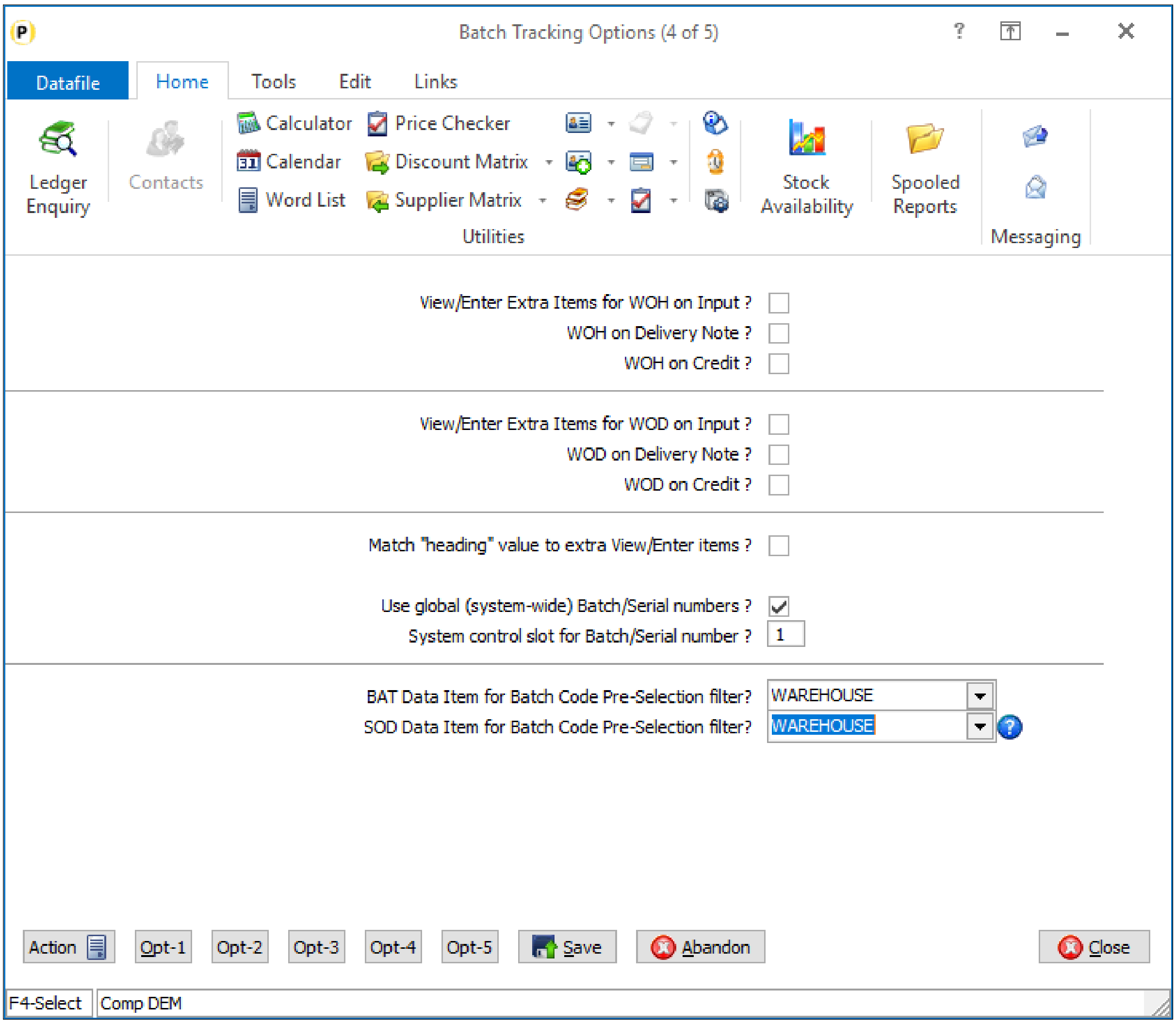


Items to Copy from Lookup – you do not need to define any copy items for warehouse maintenance, but you may wish to copy a warehouse name for reference. For copy items define the data item on the lookup database to be copied and set the matching data item on the application database to be updated.

Data items selection should be of a matching type / size.

<u>System Profiles</u>

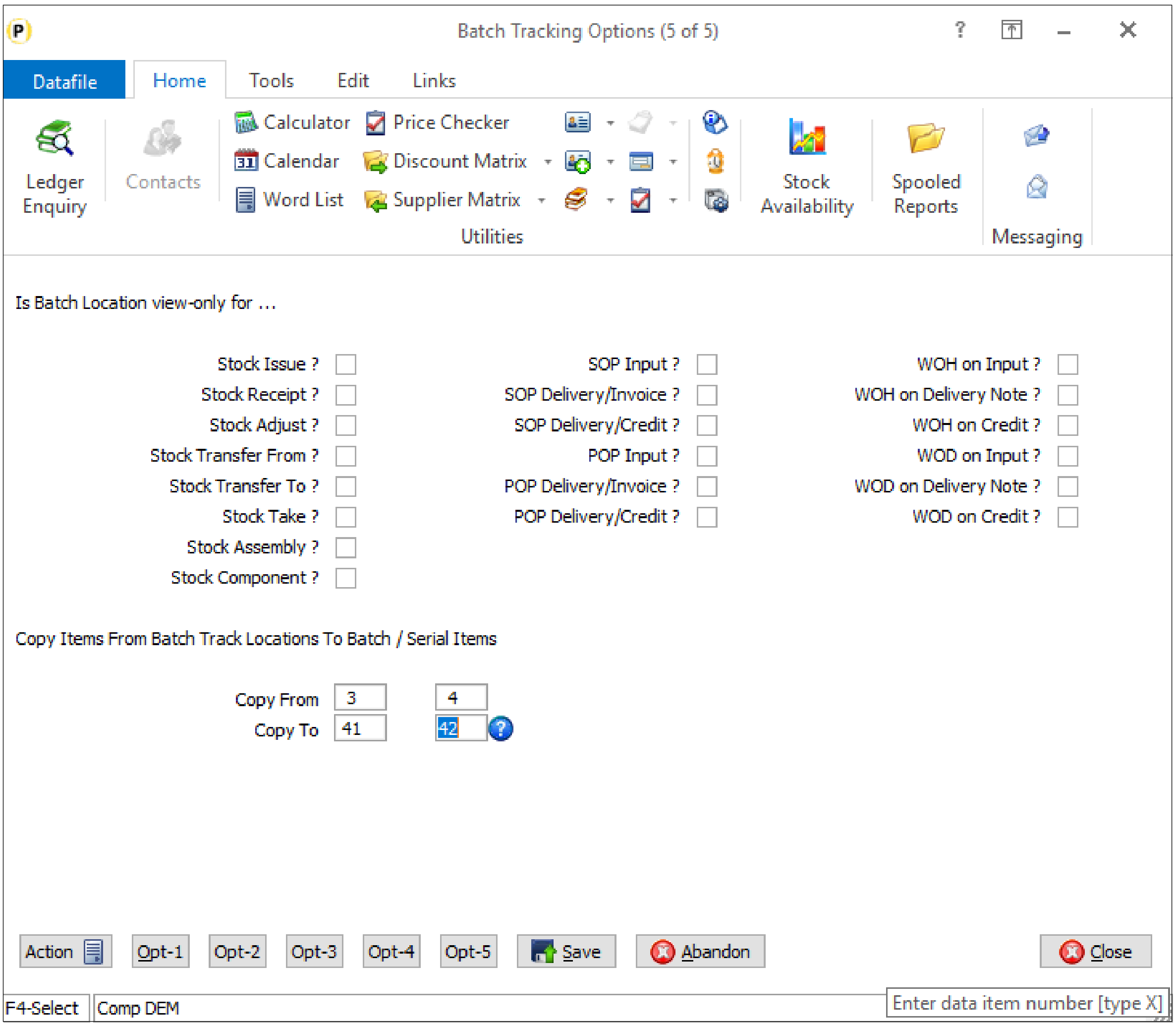
A new parameter has been added to the Batch Tracking System Profiles to enable the warehouse matching option. To update select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. Select the **Batch Tracking** application, the new parameter is on the fourth screen.



BAT Data Item for Batch Code Pre-Selection Filter – reference the warehouse data item on the batch file.

SOD Data Item for Batch Code Pre-Selection Filter – reference the warehouse data item on the sales order detail file.

Parameter screen 5 of the Batch Tracking System Profiles allows you to define copy items from the batch location to the batch file – you can set the copy of the warehouse within here.



Copy Items from Account to Order Header

Datafile 2021
Diamond and *Premier* only

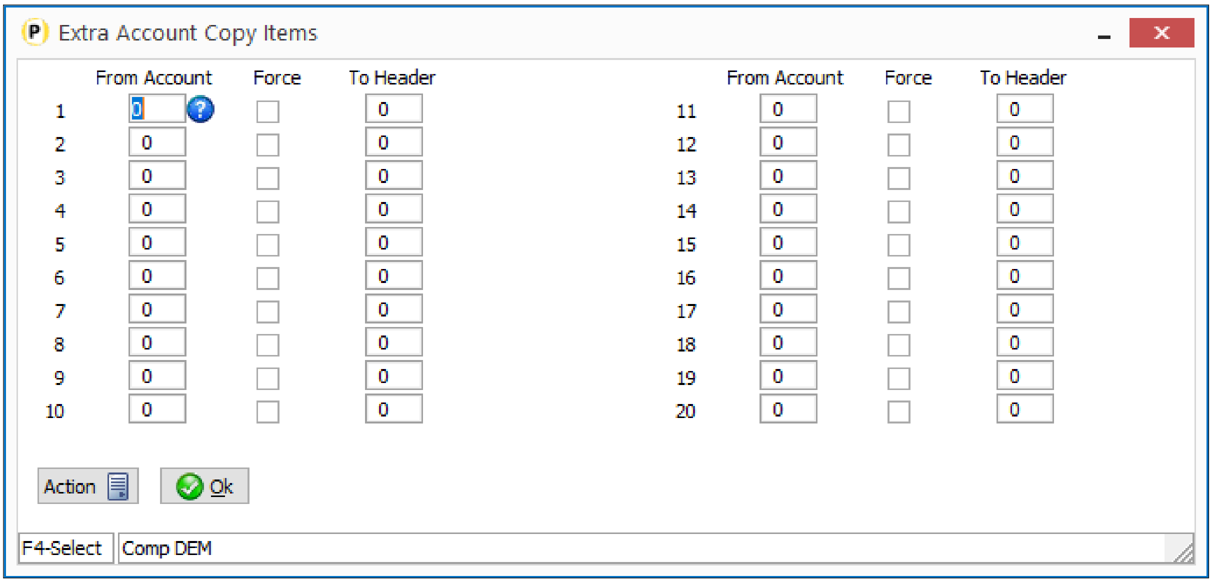
When adding a sales or purchase order the system allows up to 20 copy items from the account to the order header. These are applied when adding a new order and when replicating an order.

This new feature allows for an additional 20 copy items from the account to the order header but also allows for the copy items to be triggered when updating an order or, optionally, when processing a document.

Installation

Application User Facilities

The additional copy items are defined within the Application User Facilities. To update select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required application followed by **Enter/Amend Orders** and then **Advanced Input Facilities** and **Optional Features**. The prompt '**Extra Account Copy Items**' when set displays a pop-up screen to allow the definition of the additional copy items.



Copy items are defined in pairs – a from and a to item. As with standard Profiled copy items the from/to types and sizes should be compatible. The FORCE setting enables the copy item to be re-actioned when updating the order.

Additional Document Copy Items

Datafile 2021

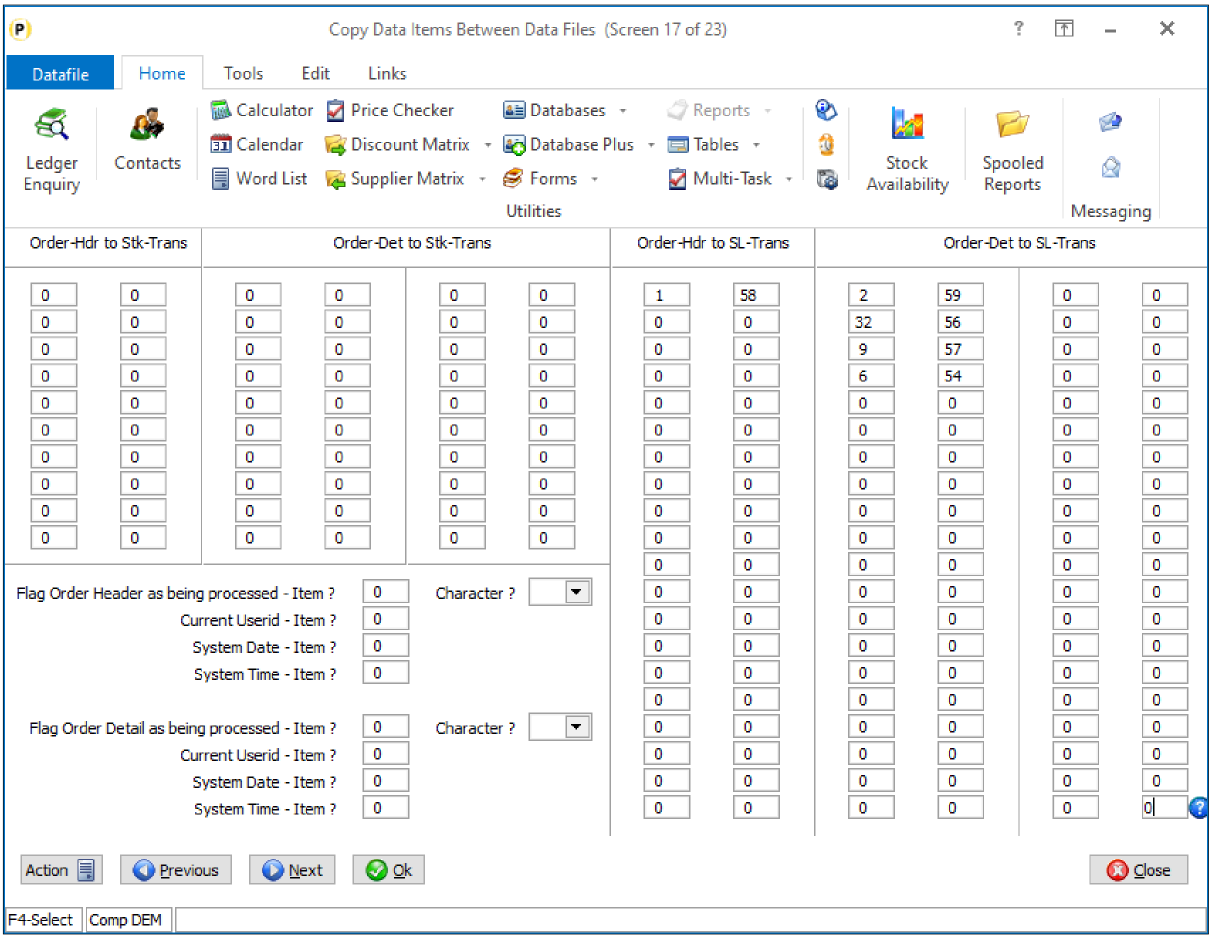
Datafile 2020 added additional options for copy items from the Order Header to Stock Transaction file and an additional 10 copy items from the Order Detail to the Stock Transaction file.

Following requests from users Datafile 2021 increases the number of document copy items to the Sales/Purchase Transaction files – allowing up to 20 document copy items from the order header and up to 40 copy items from order details.

Document Design

Within the Document Design Parameters new options have been added to screen 17 to allow the extra copy items.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the **Invoices** document type before selecting the document number to be amended and the document mask will be displayed. Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 17.



Copy items are defined in pairs – a from and a to item. As with standard Profiled copy items the from/to types and sizes should be compatible.

Order Detail Items to be Printed – Comma's in Values

Datafile 2021

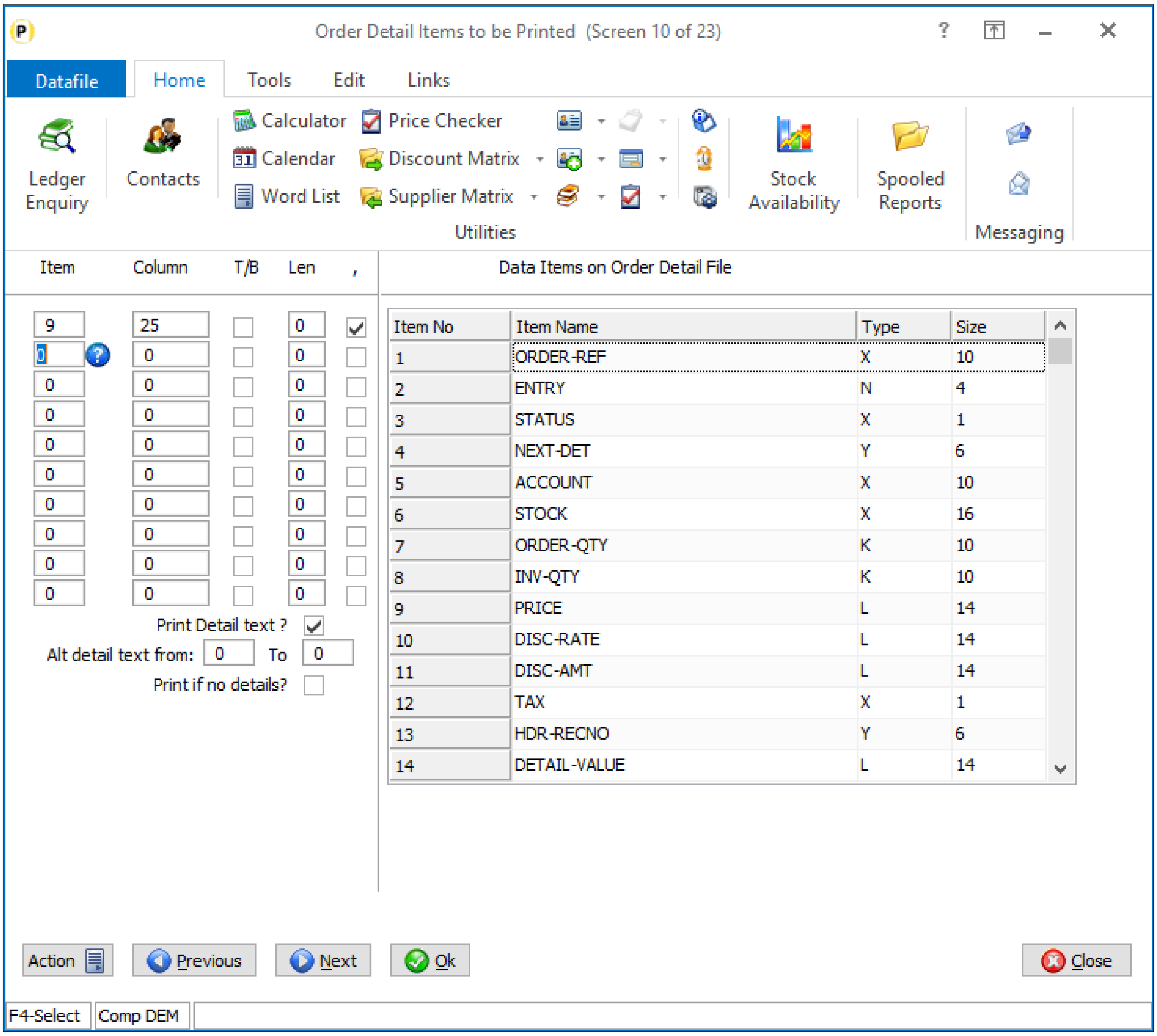
When printing value items such as price, goods value and so on using the document category 'Document Detail Lines' the option is available to include commas in the values – so 1000.00 displays as 1,000.00 for example. New options have been added to the Order Detail Items to be Printed category that allow you to set if commas are to display in values.

Installation

Document Design Manager

Within the Document Design Parameters new options have been added to screen 10 to allow order detail items to include commas.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the document type before selecting the document number to be amended and the document mask will be displayed. Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 10.



You would typically add the additional order detail item(s) to be printed from the document mask, but the additional print item parameters can be set here.

Against each print item you have the following options

T/B If Table item set to print the table description rather than number, if number set to omit print of 0.00 if blank.

Len if Table item set the length of table description to print (max 32)

, This new option allows you to print values including commas so 123456.78 becomes 123,456.78.

Once set the required items click OK and save the document. You may need to reposition the print item as including the comma will increase the print size by 1 or 2 characters depending on setting for number of significant values to print.

Document Control Database Copy Items

Datafile 2021
Premier Only

When a document is processed against a Sales or Purchase Order a document reference umber is assigned to that document – in the case of delivery notes this is used as the Delivery Note Reference, in the case of an invoice this is the Invoice No.

Earlier updates allowed for a document control database which would log the use of a delivery note number for subsequent queries and as a control to prevent re-use of that same number. The use of the document control database has expanded and is now used as part of courier and transport allocation processes.

New options in this update allow for up to twenty copy items from the Sales/Purchase Order header to the document delivery database allowing for the copy of Delivery Address and Courier detail from the order to the log file. In addition, you can set to save the document 'Order Detail Items to Total' values to the document log file – this may be used for the weight, pallet, and number of box accumulations.

Installation

<u>Database Changes</u>

Each document sequence will need its own DFD file. You can create the DFD using the Create/Amend Database Structure tools within the Database Systems menu. Select **Database Systems** followed by **Datafiler Database Utilities** and **Create/Amend Database Structures**. To create the database, select the option to **Create New Database**.

Database to Create – enter the filename of the new Database. The filename is typically created in an 8.3 format and standard Datafile terminology would be CCC-SP*NN*.DFD where CCC is the company id, SP is for

Sales Order Processing (use PP for Purchase Order Processing) and NN represents the document number sequence.

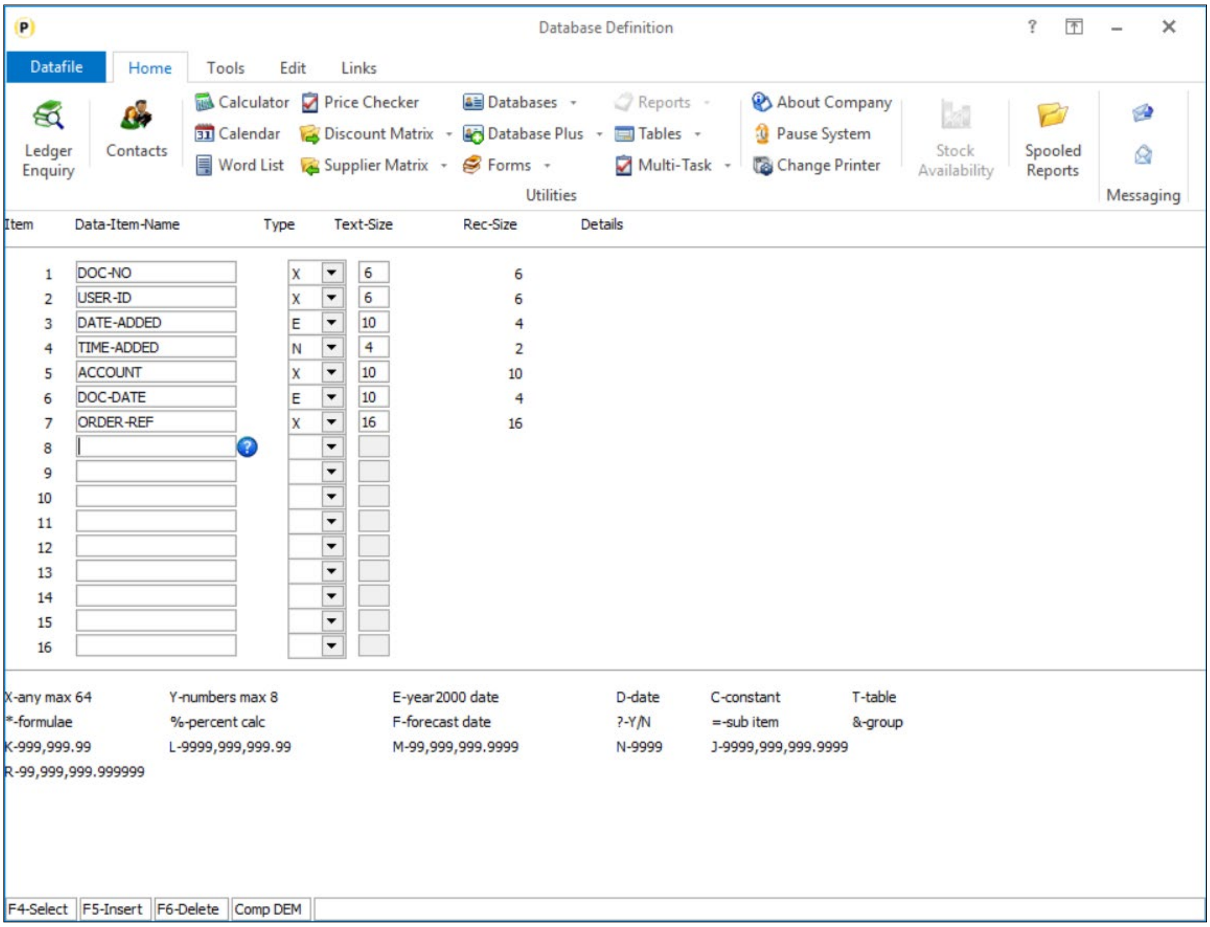
Title – enter the title for the database, our suggestion would be SOP Document Control NN (where NN is the document sequence no).

Date Format – accept the default DD/MM/YY format

Auth-Level – accept the default authority level of ‘9’. This is the lowest authority level – you need all users who can process the document(s) to be able to add records to this DFD.

Once the initial database header detail is defined you can then enter the data item structure. For these databases the initial layout follows a fixed structure.

No	Item Name	Type	Description
1	DOC-NO	X (6)	Prime-Index. Holds the document reference.
2	USER-ID	X (6)	Holds the user id who create the document using this reference.
3	DATE-ADDED	E	Holds the date the document was created.
4	TIME-ADDED	N	Holds the time the document was created.
5	ACCOUNT	X (10)	Holds the account for which the document was created.
6	DOC-DATE	E	Holds the date the document was processed “as at”.
7	ORDER-REF	X (16)	Holds the order ref the document was processed for (provided that the reference used against a “single order document”.



Once the mandatory data items have been added press the <ESC> key and choose ‘Data Items are Complete’

Prime Index Data name – Select the ‘Doc-No’ data item.

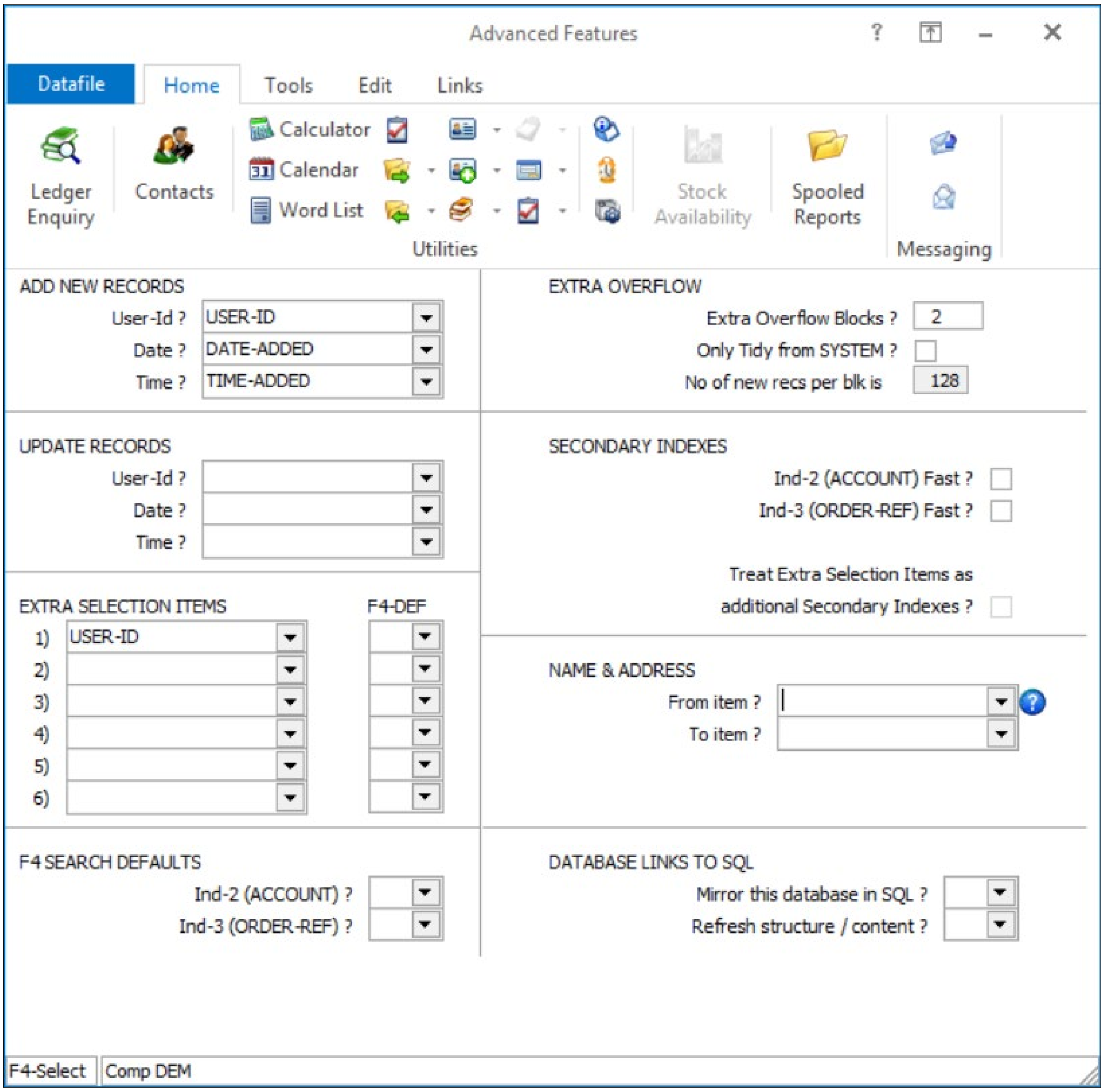
Secondary Index 1/2 – you would typically select Account and Order Reference as the initial two secondary indexes**.**

Access by Record Number – respond N

Number of Records to Reserve – enter number of records required (typically we’d suggest 10000 as an initial value)

You will then be prompted to create the database – respond Yes – and then to Write the Database to disk – again respond Yes.

Apply Advanced Features to this Database – respond Y to this option, advanced features need to be applied to record the user-id, date and time.



In addition to referencing the user-id, date, and time items we would also suggest setting the prompt for **Extra Overflow Blocks** to ‘2’.

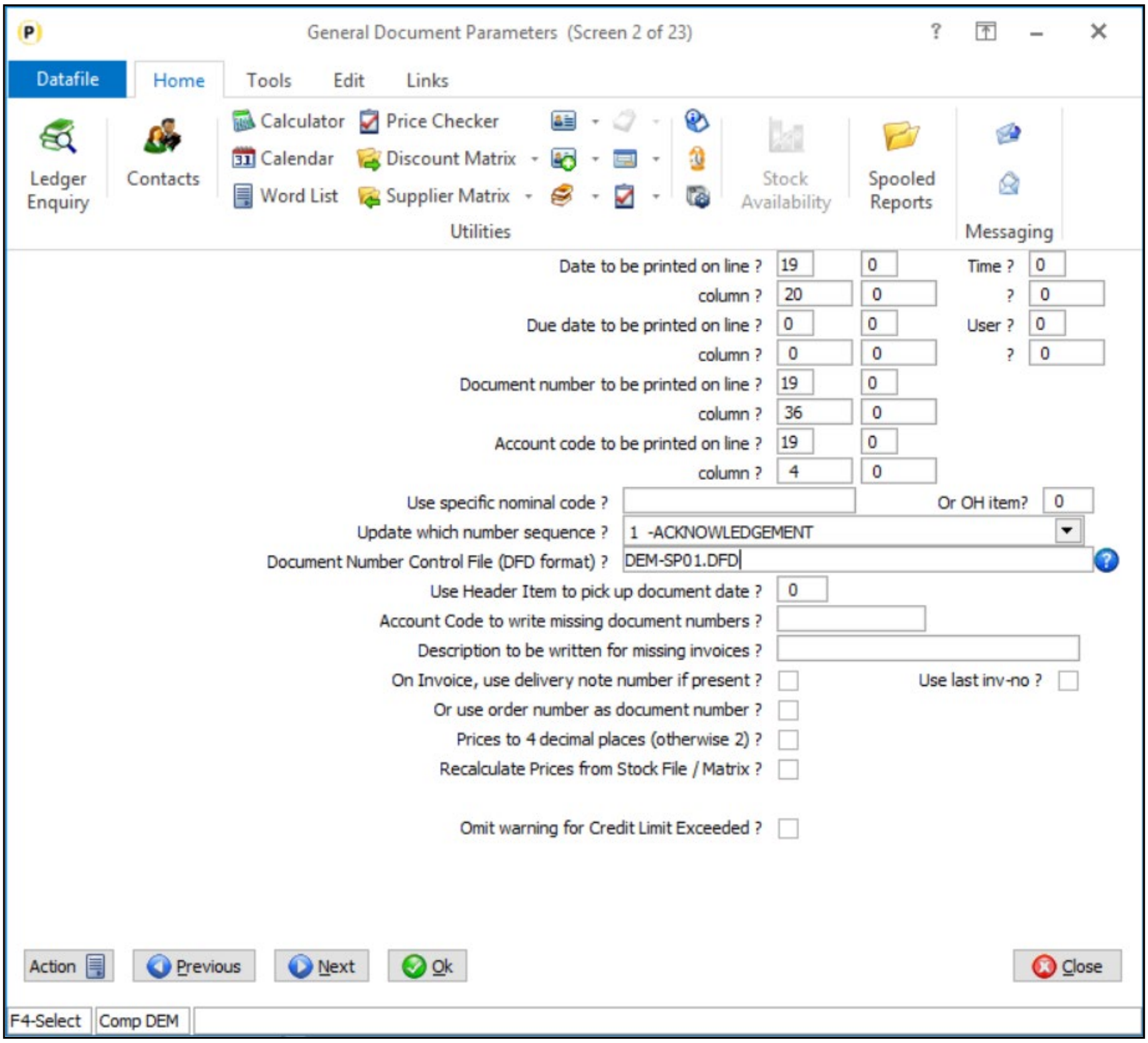
Once the initial database has been created you can then use the **Restructure A Database** tools to set you own items as required.

Document Design Manager

The document control database needs to be referenced within the document parameters of the appropriate documents.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the document type before selecting the document number to be amended and the document mask will be displayed.

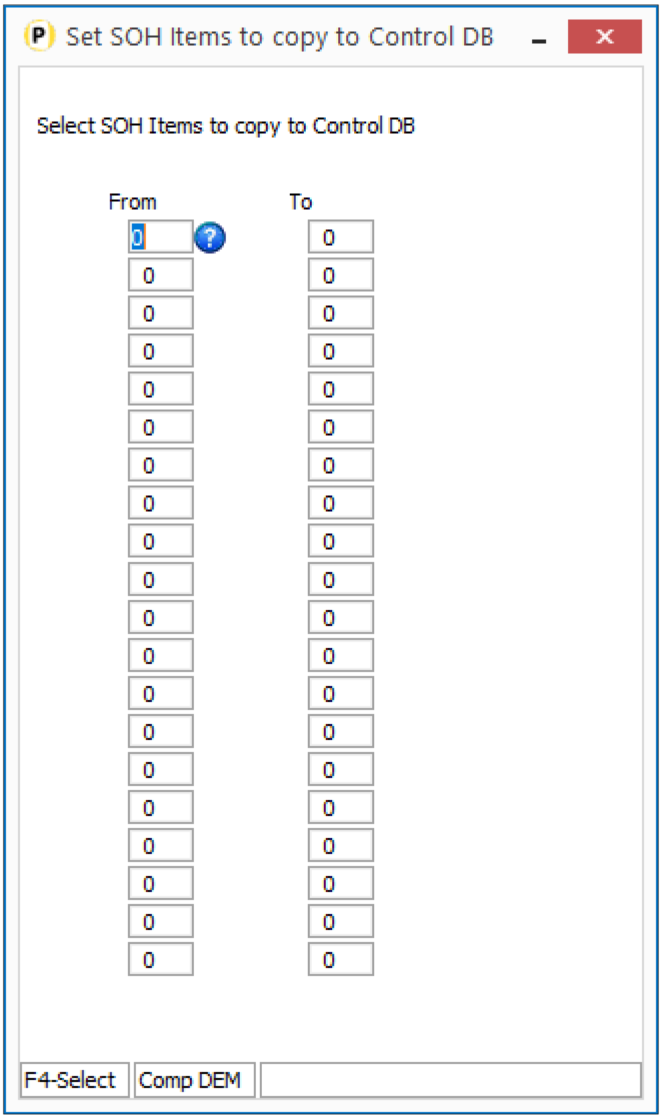
Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 2.



Document Number Control File (DFD format) – enter the path/filename of the document control database as required. This option is only applicable for document sequence numbers 1-18 and for the System Wide Reference 101-116.

Note when using the Sales Ledger sequences (19/20) and Purchase Ledger sequences (21/22) you can still maintain a document control database but as these references can also incremented via direct transaction entry in the Sales/Purchase Ledger or the Invoicer applications (including Invoicer, Invoice Costing and Invoice Generator) then the control database is reference within the Sales/Purchase System profiles.

After confirming the database pathname, a pop-up will then display allowing setting of copy items to the control database.

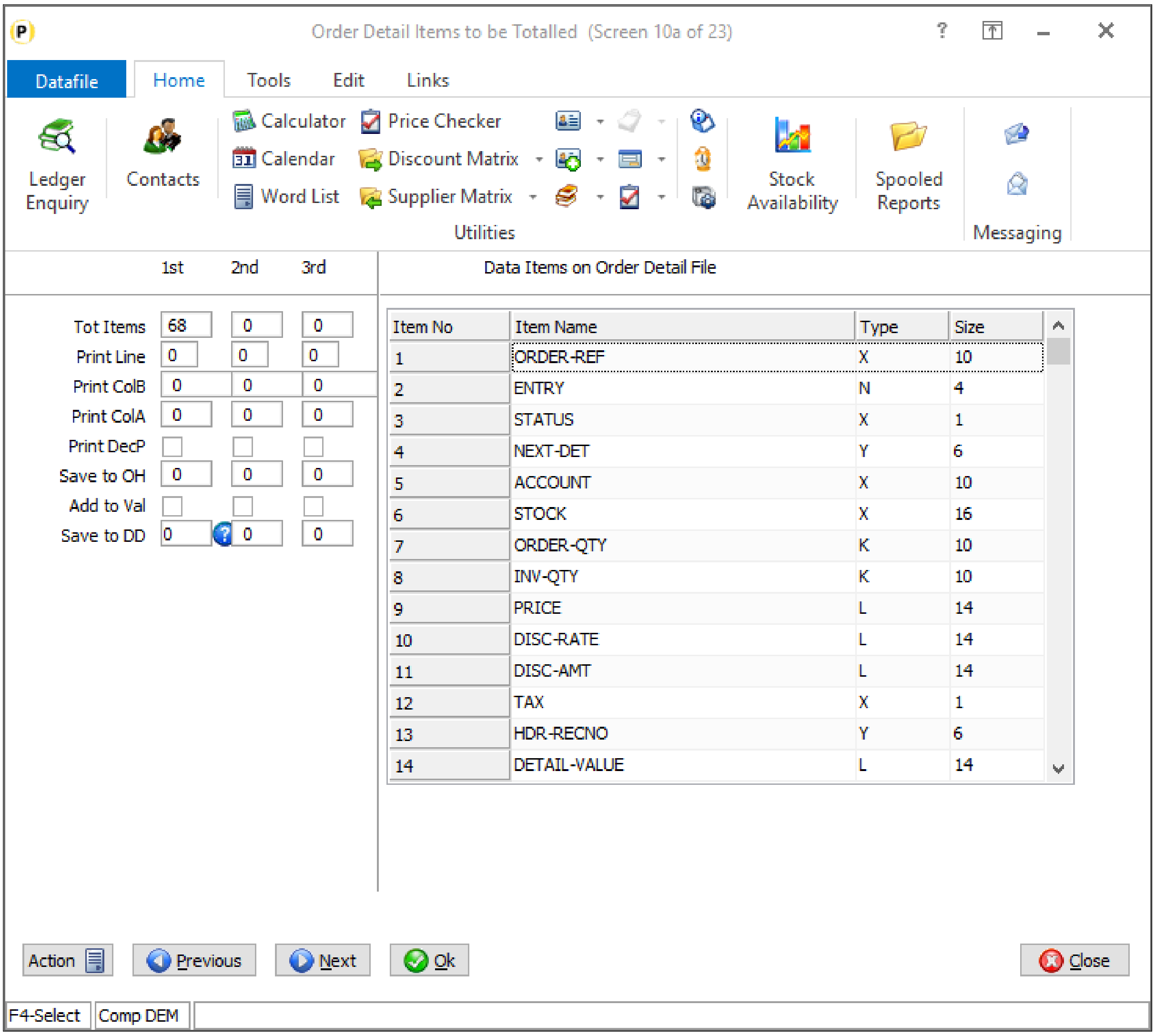


Define the required copy items.

Copy items are defined in pairs – a from and a to item. As with standard Profiled copy items the from/to types and sizes should be compatible.

Note that you do not need to define copy items for the mandatory data items (fields 1-7) as these will be updated automatically.

To save the document 'Order Detail Items to be Totalled' to the document control database new options have been added to the parameters on screen 10a. Select the ACTION button and select screen 10 'Order Detail Items to be Printed' and then select NEXT to move to screen 10a.



Save to DD – reference the data item number on the document control database to save the accumulated order detail value to.

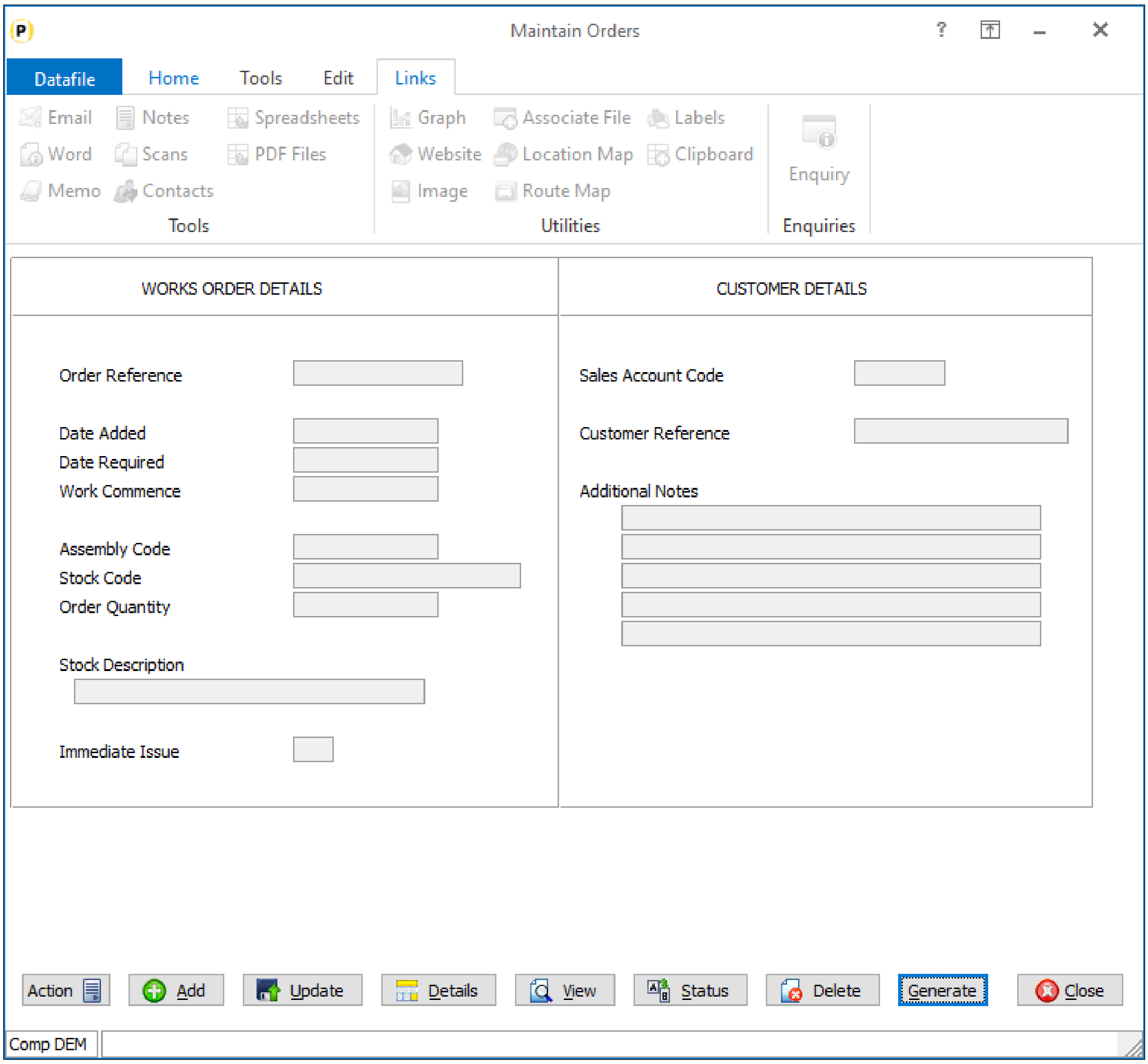
Bill of Materials

Create Works Orders from Completed Sales Orders

Datafile 2021
Diamond and *Premier* Only

Bill of Materials allows you to create Works Orders from Sales Orders. Generally, you would only create works orders if the Sales Order is 'Active', but options allow you to create the Works Order if the Sales Order is on 'Hold' also.

Where using Sales Order Processing in a Trade Counter environment and selling as a 'Finished Item' items you collect as components off the shelf then it can be useful to allow for the creation of Works Orders from completed Sales Orders so that you can drive the stock updates. A new parameter has been added to the Generate Works Order parameters to allow this.

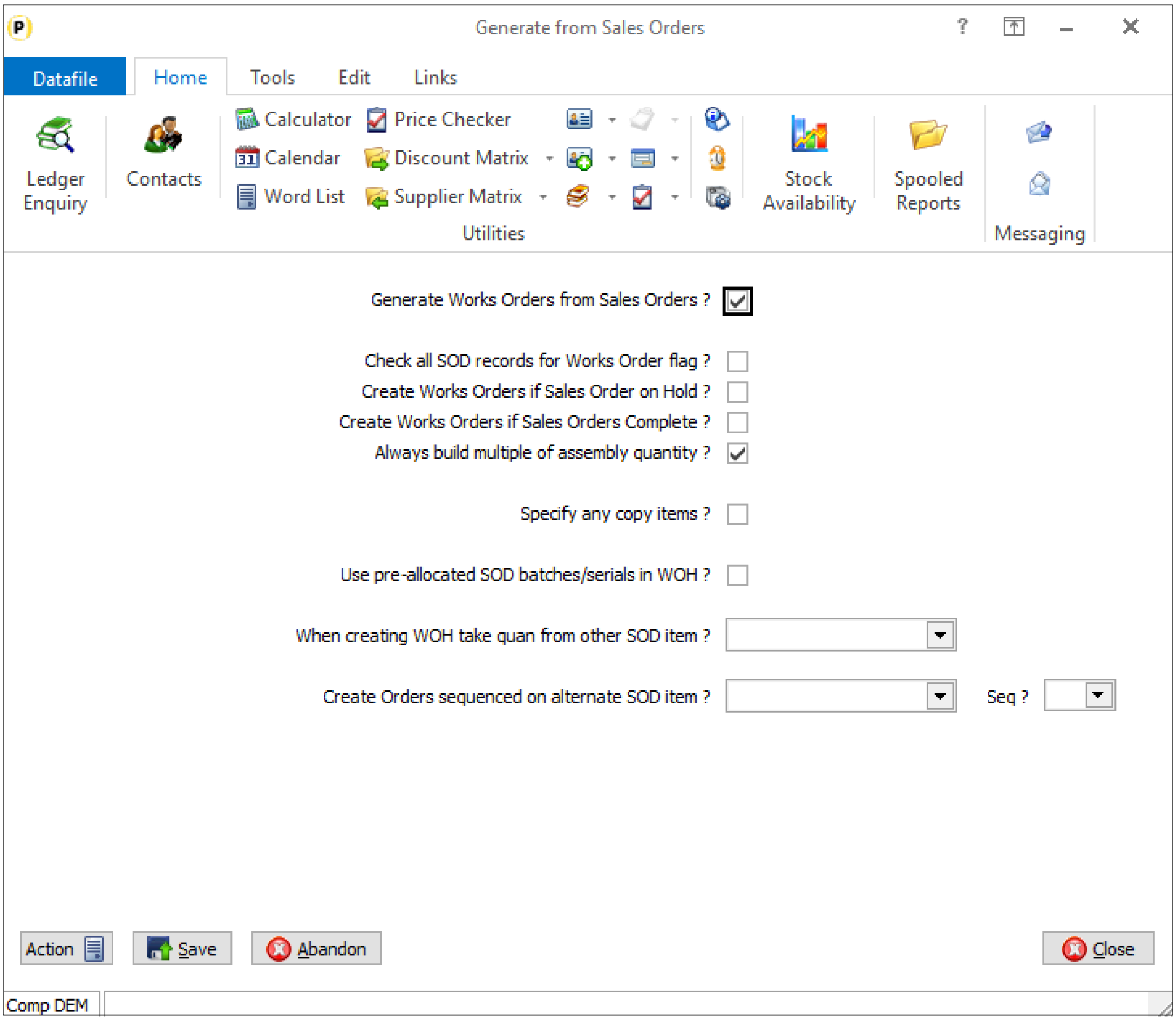


Installation

Application User Facilities

To enable the option to create for completed sales orders a new option has been added to the Bill of Materials parameters.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option** and **Generate from Sales Orders**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Bill of Materials** and **Enter/Amend Orders** and then **Generate from Sales Orders.**

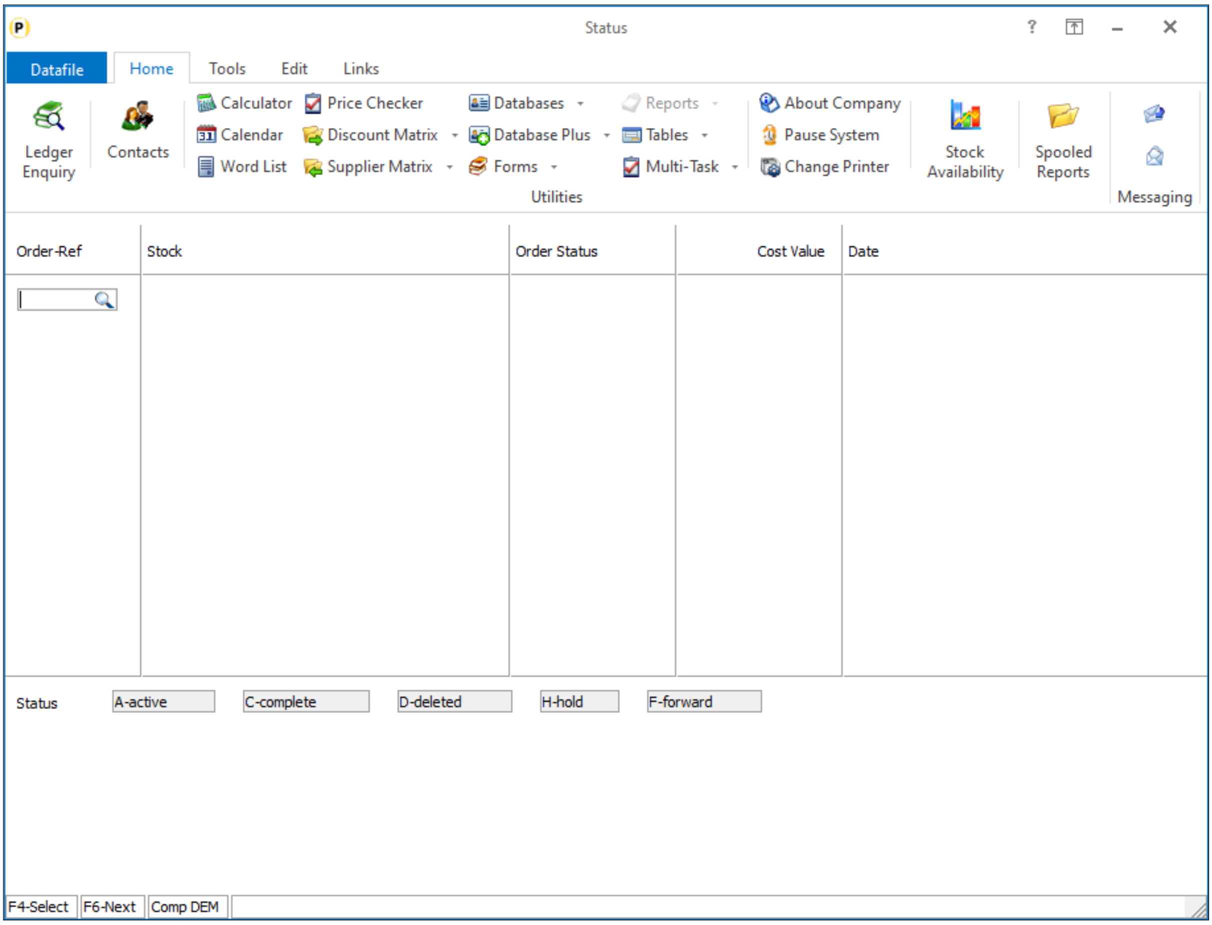


Create Works Orders if Sales Orders Complete – set to include completed sales orders when searching for Works Orders to be created.

Change Order Status – Omit Option to Display in Sequence Entered

Datafile 2021
Diamond and *Premier* Only

When selecting the option to change status of orders the first prompt asks to display orders in the sequence entered. This option lists each order in turn asking if wish to update the status. This new option allows you to omit this prompt and to automatically ask for the order to update.

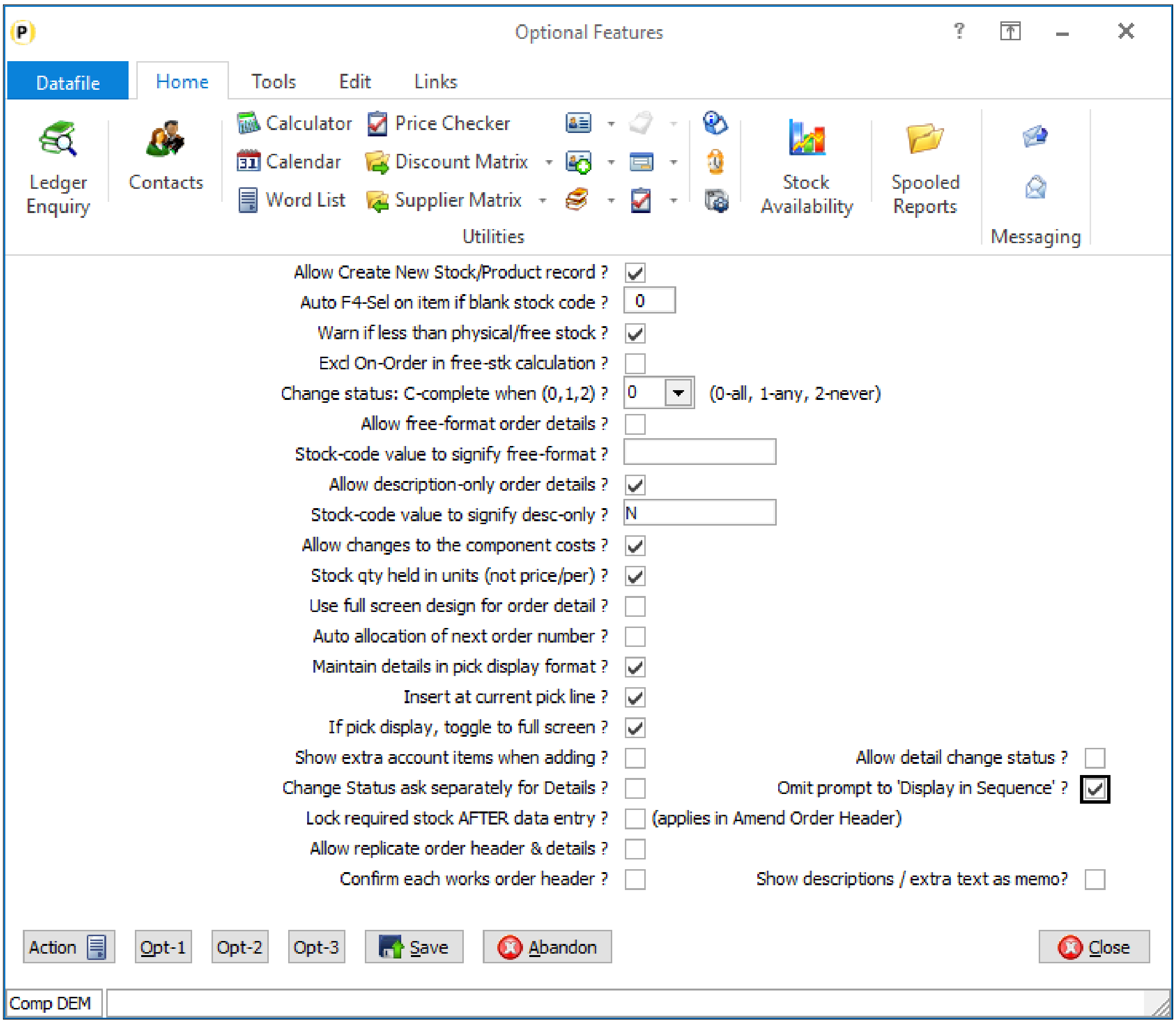


Installation

Application User Facilities

To enable the option to omit the prompt to display orders a new option has been added to the Bill of Materials Options Feature parameter screen.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Bill of Materials** and **Enter/Amend Orders**. Next select **Optional Features**.



Omit Prompt to 'Display in Sequence' – set this option to omit the prompt.

Continuation Pages in Works Order Documents

Datafile 2021
Diamond and *Premier* Only

The Words Order documents are structured in three areas – header, detail, and footer – if the number of order details exceeds the amount that can be printed within the detail area then a second page is printed with the remaining details (and so on until all details are printed). However, this can leave the footer area 'blank' and, on plain paper stationery, this area could be used to continue printing the detail.

This new feature allows the system to extend the detail area into the footer of the document and start the detail on second and subsequent pages within the header area potentially cutting down on the amount of paper used.

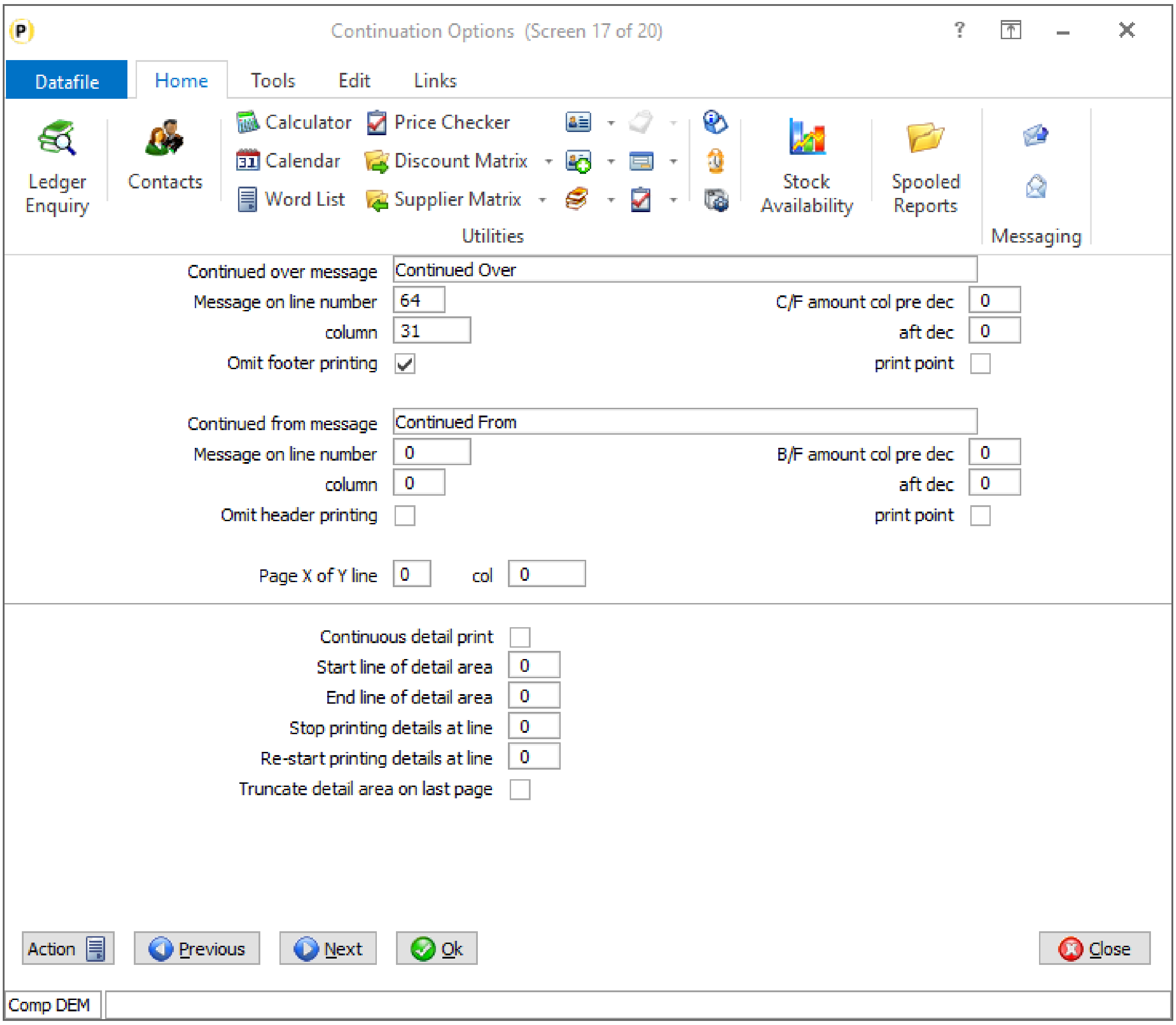
In addition, on the final page the option is available to append the footer after the final detail as opposed to printing in its normal position.

Installation

<u>Document Design Manager</u>

The continuation options are held within the document parameters. To update the parameters, select **Installation** from the main menu, followed by **Application Manager** and **Document Design Manager**. Select the Bill of Materials application required, the document type and then the document required.

When the document mask is displayed select the Parameters option from the main toolbar and move through to screen 17 'Continuation Options'.



Continuous Detail Print – set to continue detail print into the footer area of the document where multiple pages required.

Start Line of Detail Area – On parameter screen 1 of the document you define the range where detail lines print from/to but the detail area could encompass a wider range of items where boxes, lines and column headings are concerned. This parameter asks where the detail area starts – i.e., the line number where any box border for the details or column headings are printed.

End Line of Detail Area – this asks for the line where the detail area finishes.

Stop Printing Details at Line – when printing details into the footer area this option asks where you wish to finish printing. This is not necessarily the final line of the document as you may need to ‘close’ the detail print section for line/box drawing purposes or there may be text labels such as email addresses / VAT registration numbers at the bottom of the page that you wish to continue to print.

Continue Printing Details at Line – on second and subsequent pages you can start the detail print within the header area if required. Set the line number you wish to continue printing the details at.

Notes

The omit header / footer parameters still apply even when extending details into the header/footer. If omit parameters are set then all text, image, and data items (except page related data items) are omitted, lines and box drawings which begin (top left position) in the area are also omitted.

If continue to print header / footer items, then if the detail extends into the footer then only items which begin <u>after</u> the ‘stop printing details line’ will be printed. Similarly, if restart the detail print within the header on subsequent pages then any header items that begin on/after the ‘continue print line’ will be omitted.

Truncate Detail Area on Last Page – if set then on the final page the footer will print below the final detail rather than in its normal position. If only one page the detail area will still be truncated.

Digital Signatures

Traditionally users send Quotes or Order Acknowledgements by email as PDF attachments. The recipient will then print them out, sign them, scan them back in and email back. When the user receives them back, they print them out, file them with the rest of the order documentation and then update the order manually with the customer’s order number and so on.

This new application allows you to add to your document template PDF Form Fields and link them to an Order Header data item. When you print the document to Email these form items are embedded within the PDF for the recipient to complete.

On receipt your customer or supplier opens the PDF attachment and records the required detail on the PDF itself – i.e., they enter their order number, date and so on and then apply their digital signature to the PDF. The updated PDF can then be saved and emailed back.

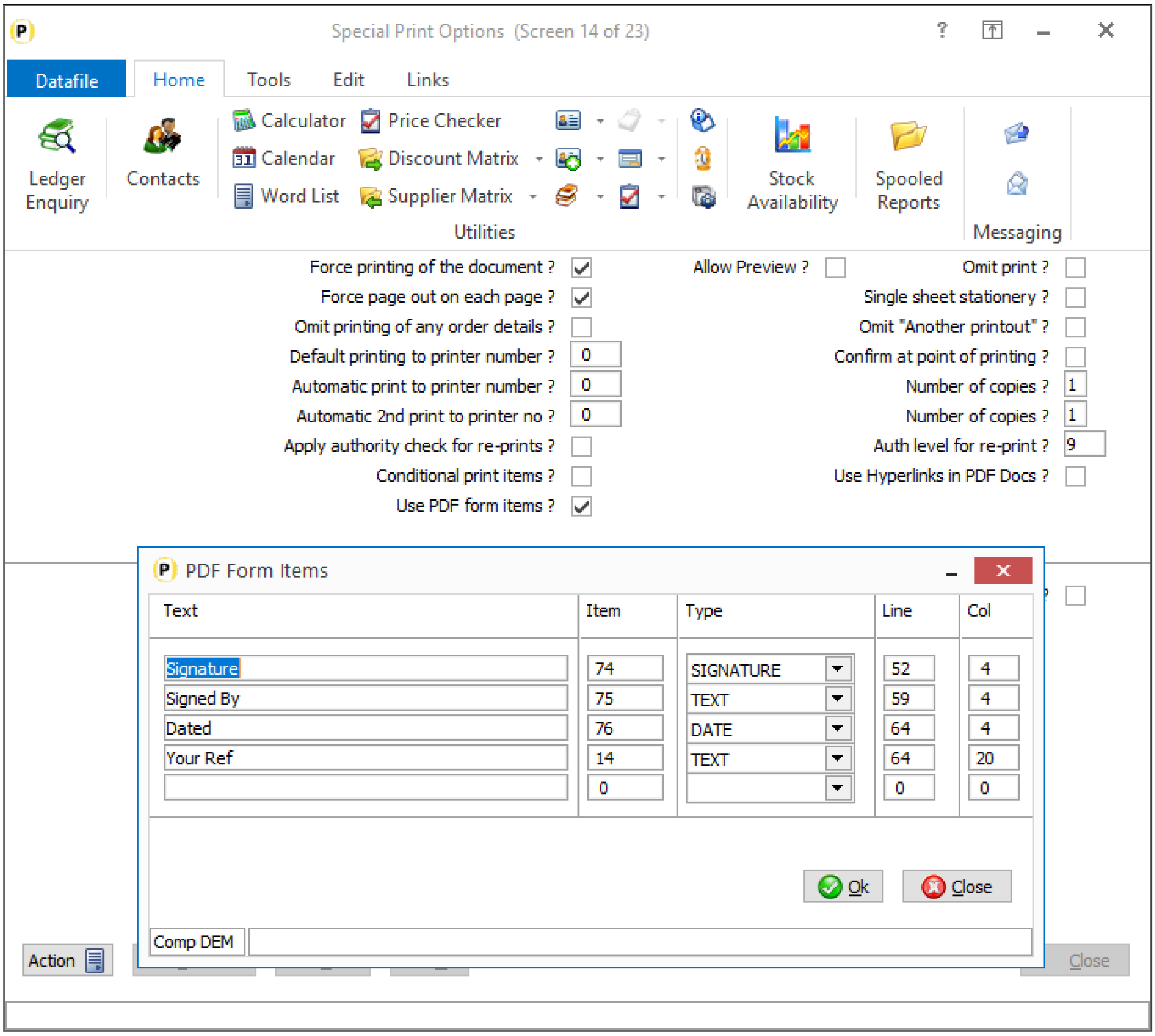
On receipt back you can click on the Process PDF button in Outlook – this will save the PDF attachment with its Digital Signature into the Associate Files folder for the order/quote and will also update the Sales/Purchase Order with the PDF form items completed on the PDF.

Configuration

Document Design

This application enables the use of PDF Form items in Sales and Purchase Order Processing documents.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then, typically, the Acknowledgement document type before selecting the document number to be amended and the document mask will be displayed. Select the Parameters option from the ribbon then use the Action button to move to parameter screen 14.



Use PDF Form Items – set to enable the use of PDF Form Items. Once set a pop-up parameter screen will be displayed to allow configuration of the form items.

Text – enter a descriptive text label for form item.

Item – reference the data item on the Order Header file to be updated with the form item content when returned.

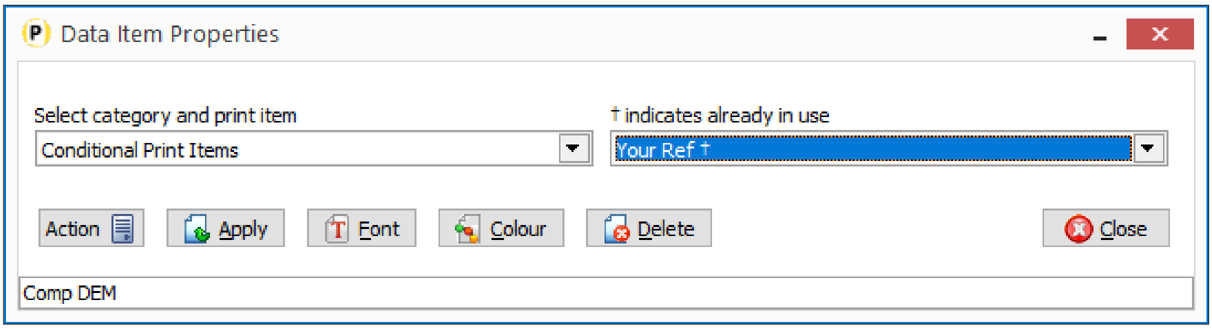
Type – enter the form item type. Available options are:

- Signature
- Text
- Date
- Number

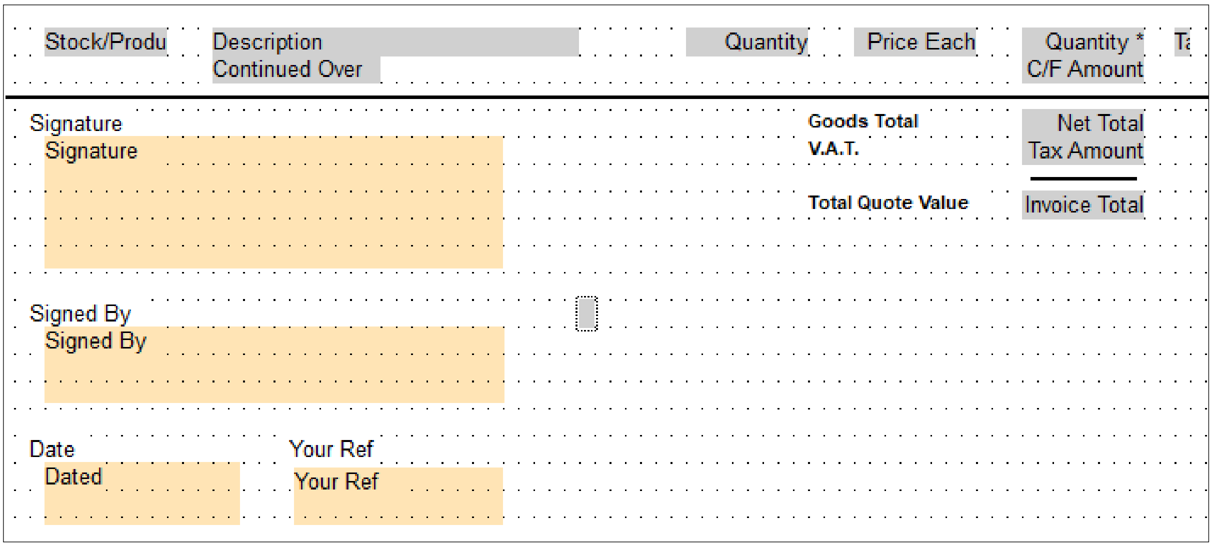
Line/Column – usually left zero when defining within the document parameters, once the form item has been defined you can position the form items from the document mask. You can set the top left position for the form item from here if required.

Once defined you can click OK to return to the document mask.

To add the defined PDF form item right-click on the document mask and select the Data Item option.



Document Category – select the ‘Conditional Print Items’ category
Data Item – select the required PDF Form Item.



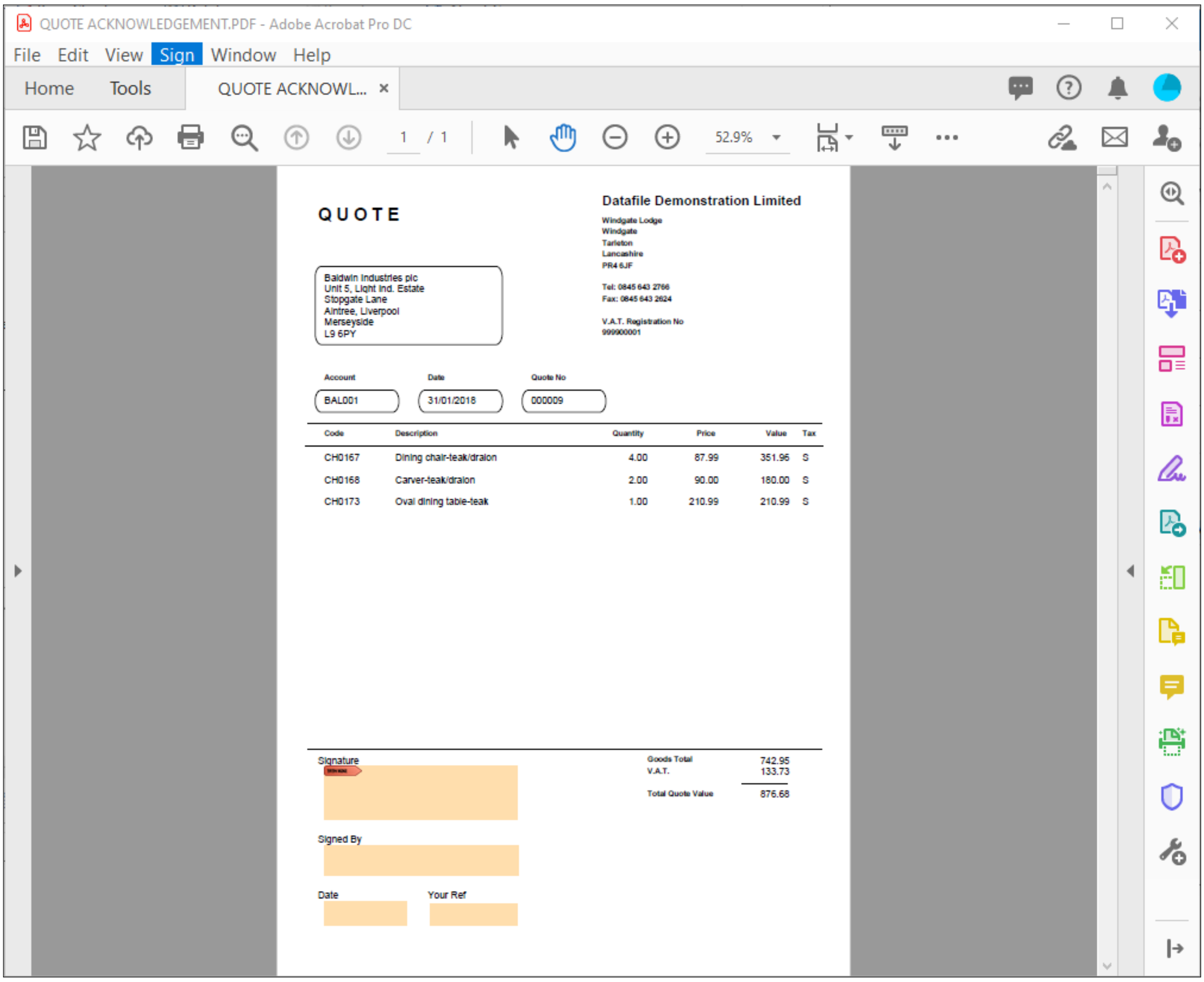
The PDF Form Item will be displayed on the document mask.

You can stretch the size of the item by selecting the item and positioning the mouse on the ‘border’ so that the re-size cursor displays and drag to re-size as required. You can re-position the item by selecting the item and dragging to where required.

Once defined use the save option to exit the designer.

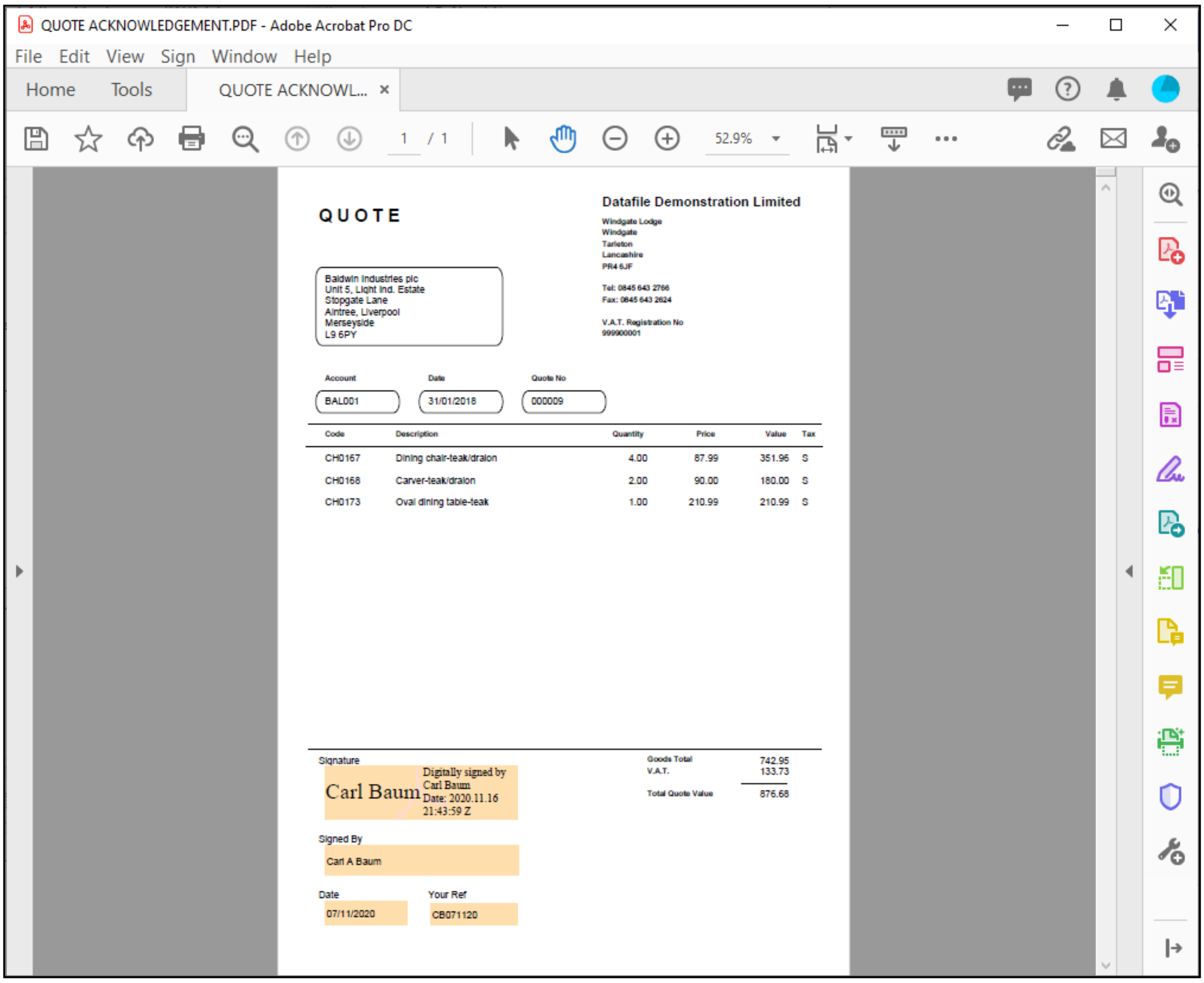
Document Processing

When printing the document, the user will notice no operational differences. When printed to Email/PDF the document created will include the PDF Form Fields.



The recipient will open the PDF and complete the required items by selecting the form item and entering the required text.

Note, the Signature input is a **Digital Signature** so on recipient will be prompted to apply their signature and, if a signature has not yet been created, prompted to create the signature. Adobe will typically wish to save the document after applying the signature so this should be the final input applied.

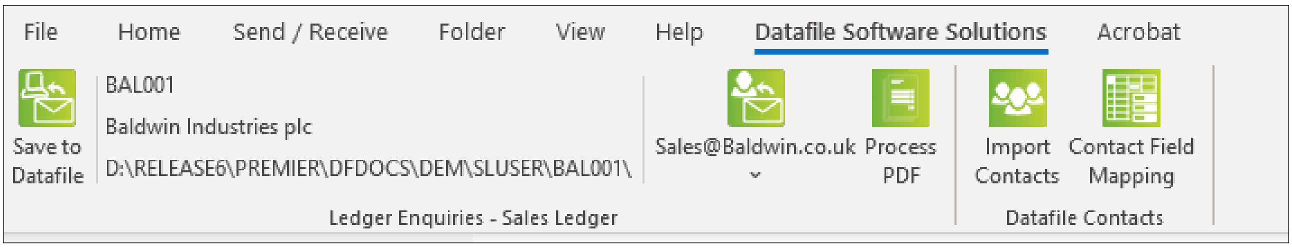


The recipient will save the PDF and then send back on email.

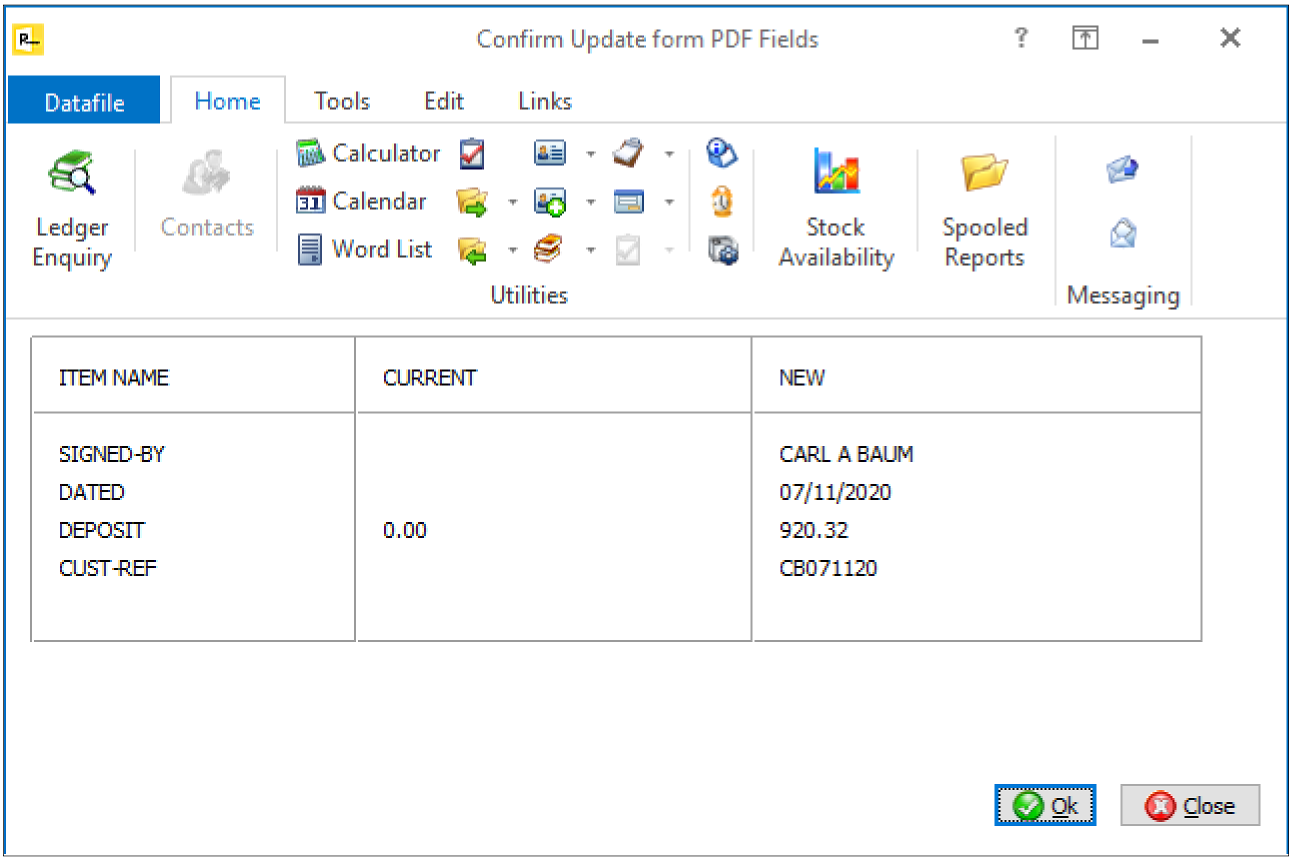
Processing the Returned PDF

When the email with the PDF is returned then this can be automatically updated to Datafile.

Select the email in your Inbox (you should not open the email) and select the Datafile Software Solutions tab on the ribbon. Select the Process PDF option – the PDF attachment will then be saved into the Associate File folder for the Quote/Order.



After saving the document the system will show a pop-up form detailing the data items to be updated on the order showing the before/after values. Click OK to update.



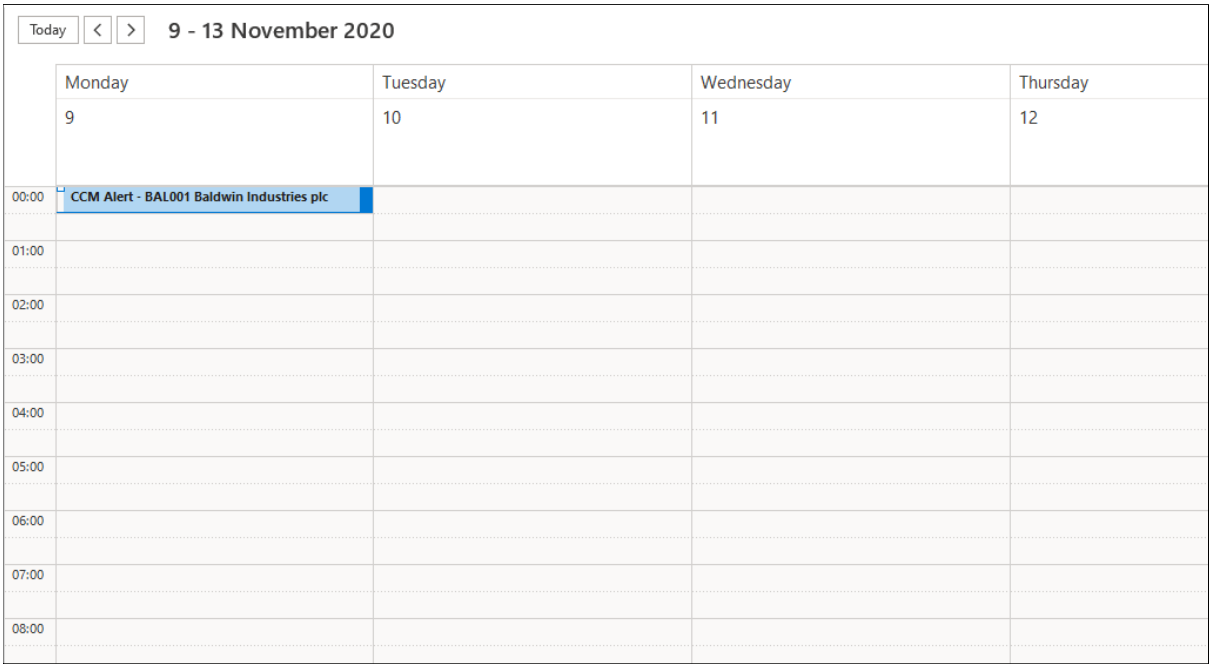
Advanced Alerts

Setting Alerts within the system that trigger events such as sending emails, updating notes and data items has been popular with users. This new Advanced Alerts application provides for wider interaction with Office 365 and the Datafile CRM application.

Create Outlook Calendar Event

The Microsoft Outlook Calendar is a common tool for maintaining schedules for meetings, activities, events, and tasks. Organising daily, weekly, and monthly calendars allows you to see the schedule easily. This Advanced Alert function within Datafile allows you to create an Outlook Calendar event to update your or another user's shared calendar. You can create a Calendar entry for any date-based function within Datafile. For example, you may create an Outlook Calendar entry to use as:

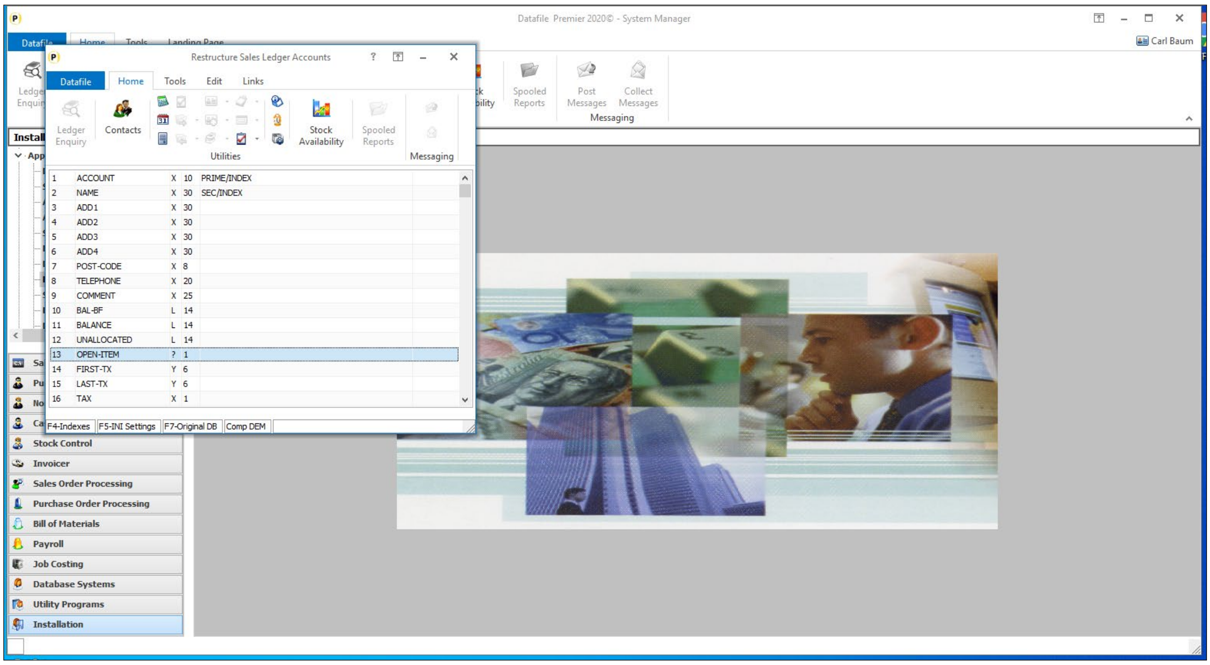
- Reminders via the Credit Control Manager for next activity or chase dates.
- Works Order Scheduling
- Diarising when Purchase Orders are due for delivery.
- Re-Test Dates when Employee HR Skill / Training Certificates Expire



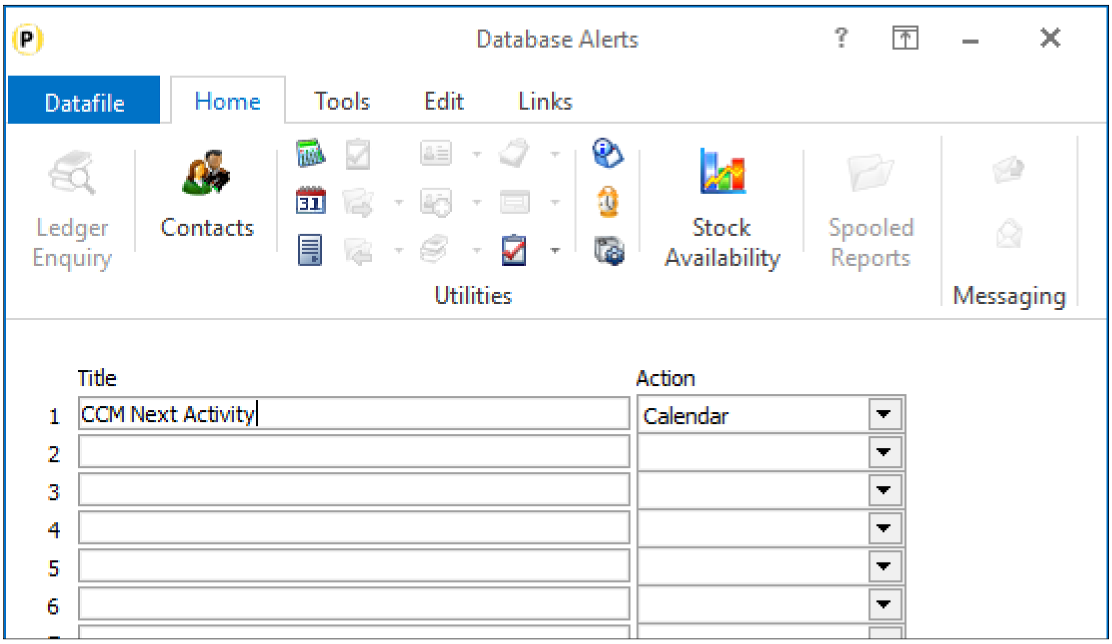
Installation

Creating an Alert

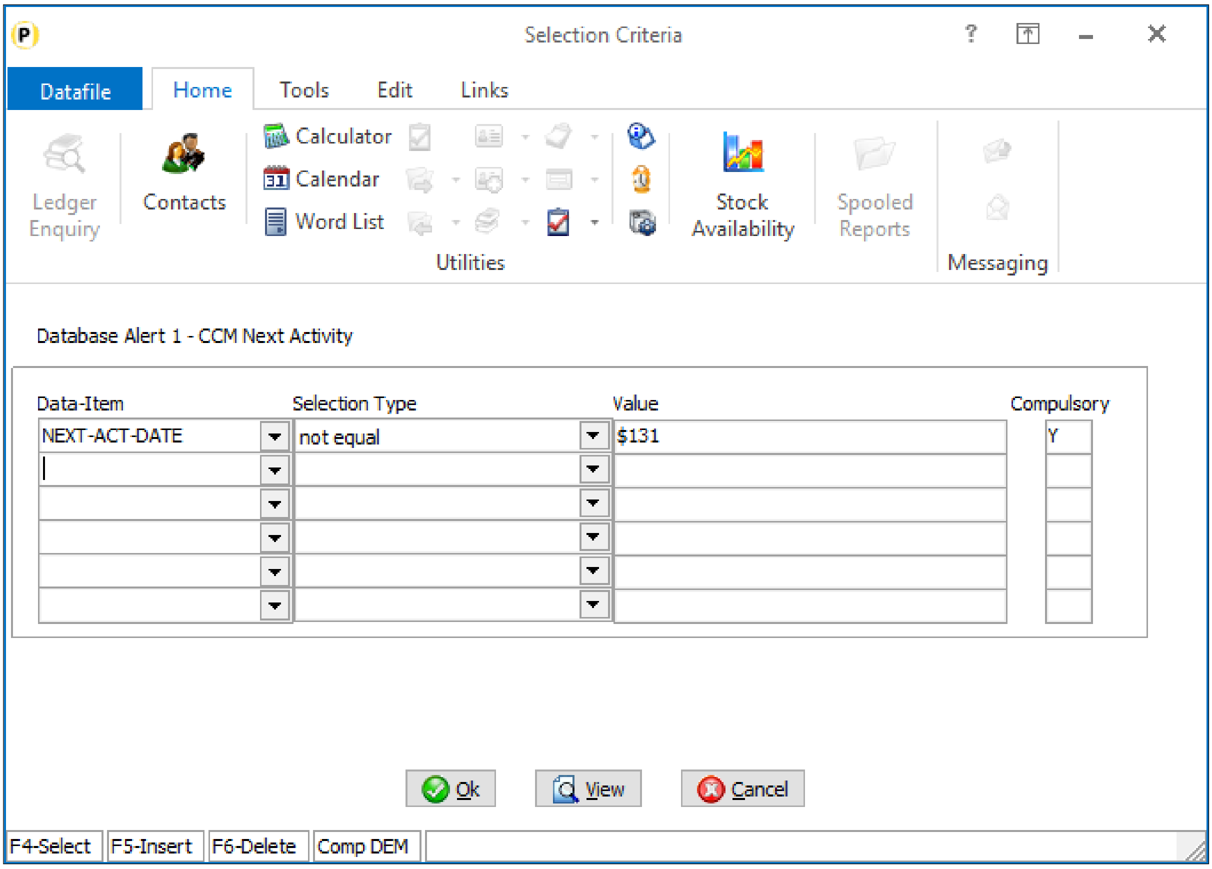
Database Alerts are defined as part of the database restructure functions. To update an alert for an application database you can select **Installation** from the main menu followed by **Application Manager** and **Restructure A Database**. Choose the required application, select to update the live files, and then choose the application file, the database structure is then displayed.



To define alerts, press <F5> to access the INI Settings and then click the ALERTS button. Existing Alerts for this database are then displayed.

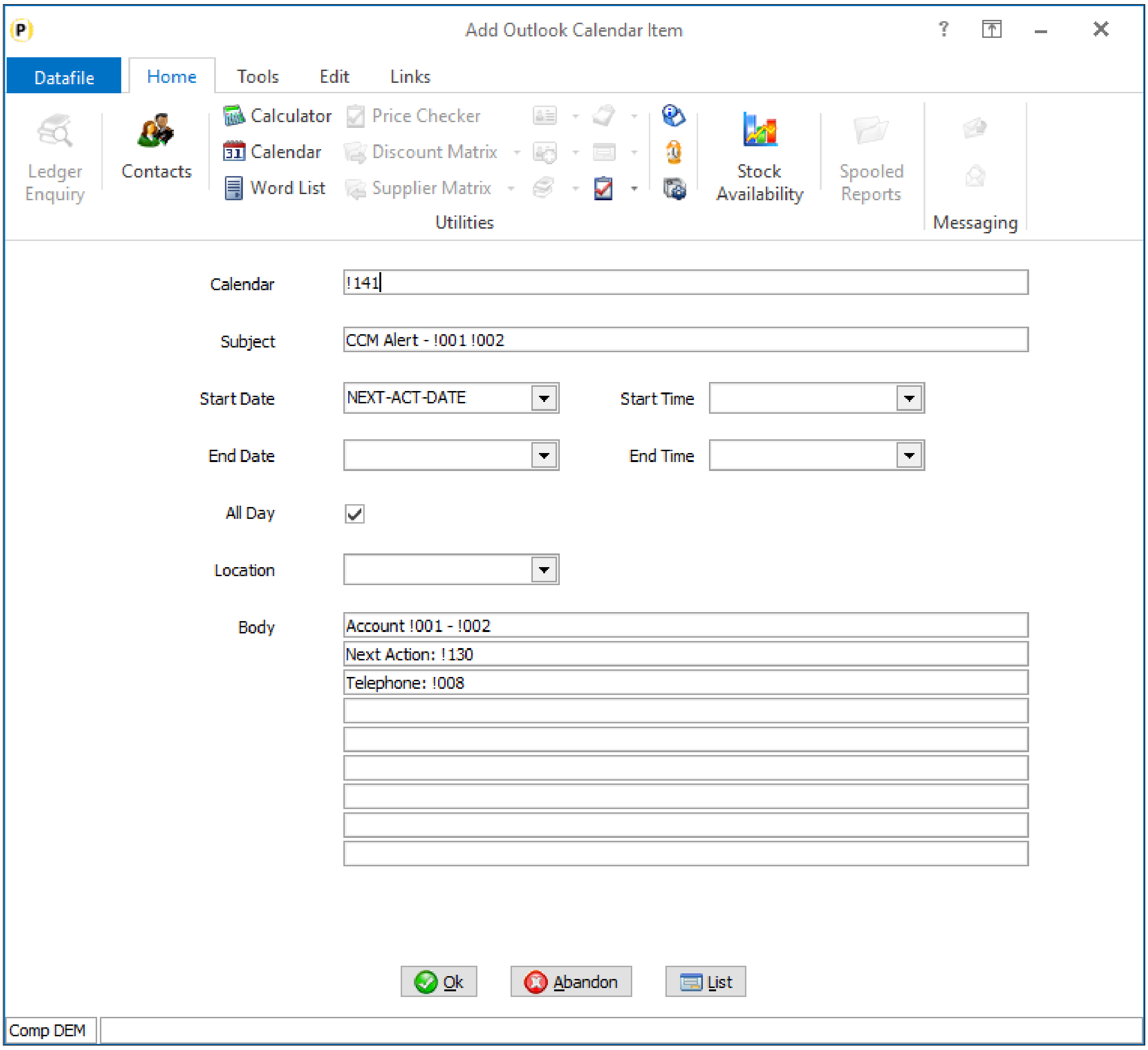


Click a blank entry and enter the **Title** for the activity and press <Enter>. You will then be prompted for the criteria to trigger the alert.



Alerts are triggered when the criteria are first “true”. Here an alert is configured when the Next Action Date for Credit Control Manager is changed (the value indicating that checking data item $131 which is the next action date).

Once the criteria option is set choose the Alert Action type of **Calendar** from the drop-down list of alert types and then the Calendar Alert configuration options are displayed.



Note

Where inputs in the following items allow free-format text, **subject** for example, you can use !nnn to update content from the database record that has triggered the alert. The CCM Alert above is based on the sales accounts file and uses !001 and !002, updated with the account code and name on the calendar event. The LIST button at the bottom of the screen allows you to view available data items.

Calendar – prompts for which Outlook Calendar to be updated. You can update any Outlook Calendar for which you have allowed access to create new events within. Leave blank for your own calendar or enter the "email address" for the calendar.

Subject – enter the calendar event title.

To diarise an event within the day you need to set Start Date/Time and End Date/Time, you can set an event for a particular day by setting the Start Date and selecting the 'All Day' option

Start Date – select the data item for the start date of the calendar event (mandatory)

Start Time – select the data item for the start time of the calendar event (N-type)

End Date – select the data item for the end date of the calendar event.

End Time – select the data item for the end time of the calendar event.

All Day – if the calendar event has a start date but not setting / recording a time or end date/time set this flag.

Location – set the location for the calendar event.

Body – here you can enter free-format text to include in the Calendar event.

Note

The Alert option is one-way. The system will create a calendar event in Outlook, but any subsequent updates in Outlook will not update back to the Datafile record that triggered the event.

Create Outlook Task

Microsoft Outlook allows you to create and maintain a "To Do" List enhanced with reminders and tracking. This new option allows you to use an Advanced Alert to create the Outlook Task. There is some cross-over with the Outlook Calendar events and the type of Outlook action used could depend on personal preference. However, tasks may be of more relevance where the action is less date driven. You can create an Outlook Task for any alert triggered rule within Datafile.

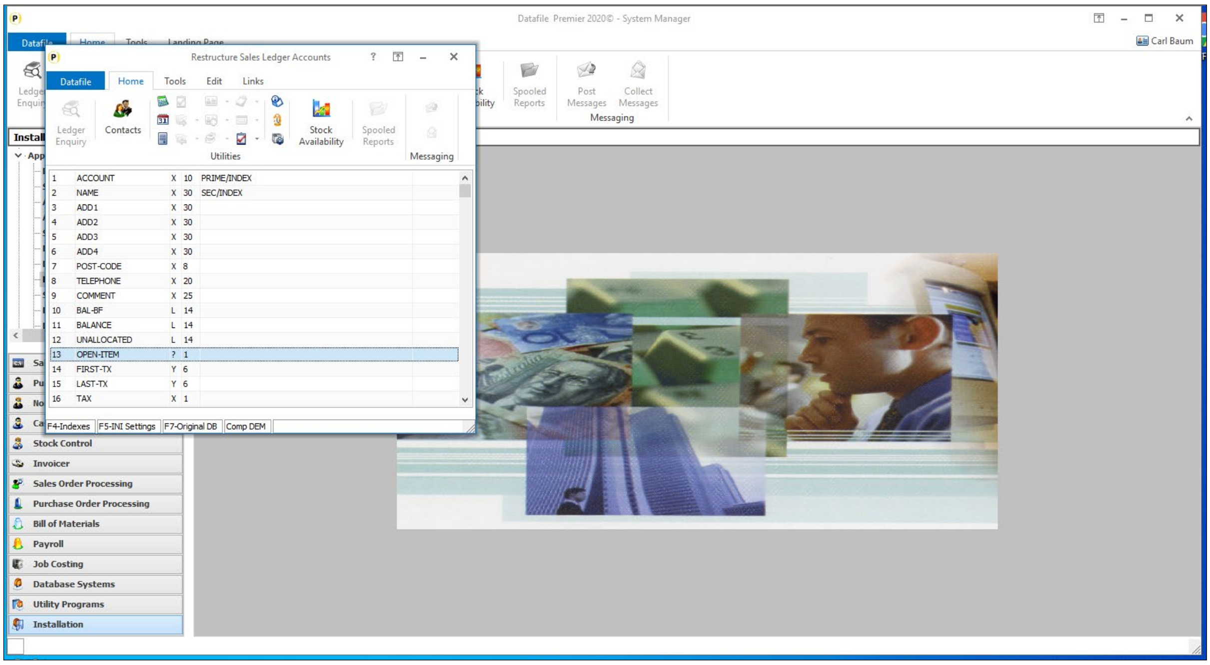
For example, you may create an Outlook Task entry for:

- Works Order Scheduling
- Quote Review
- Provisional Journal Reversal
- Delivery Courier Bookings

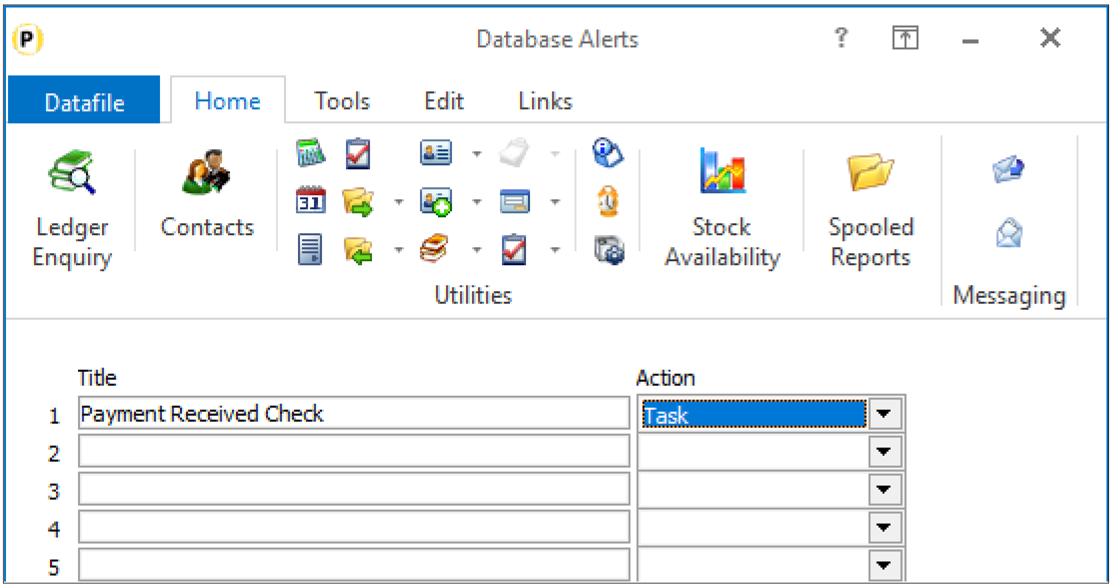
Installation

Creating an Alert

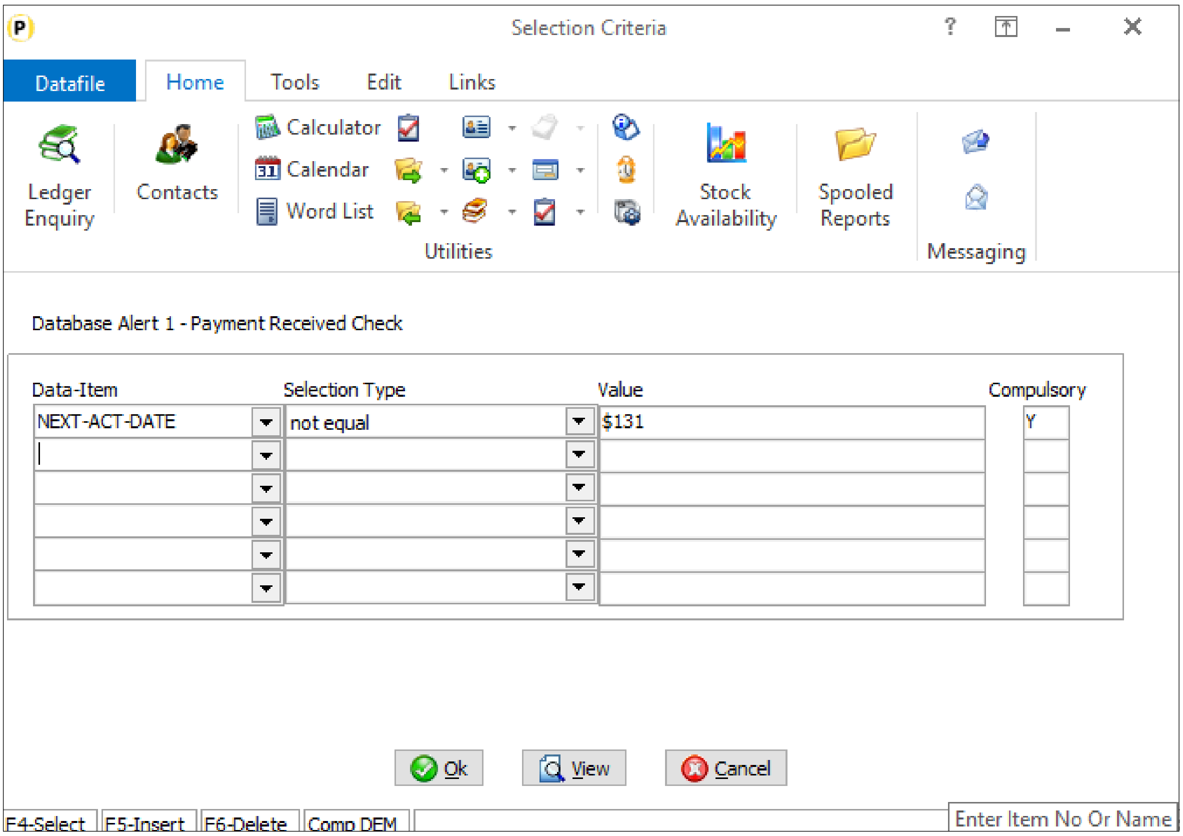
Database Alerts are defined as part of the database restructure functions. To update an alert for an application database you can select **Installation** from the main menu followed by **Application Manager** and **Restructure A Database**. Choose the required application, select to update the live files, and then choose the application file, the database structure is then displayed.



To define alerts, press <F5> to access the INI Settings and then click the ALERTS button. Existing Alerts for this database are then displayed.

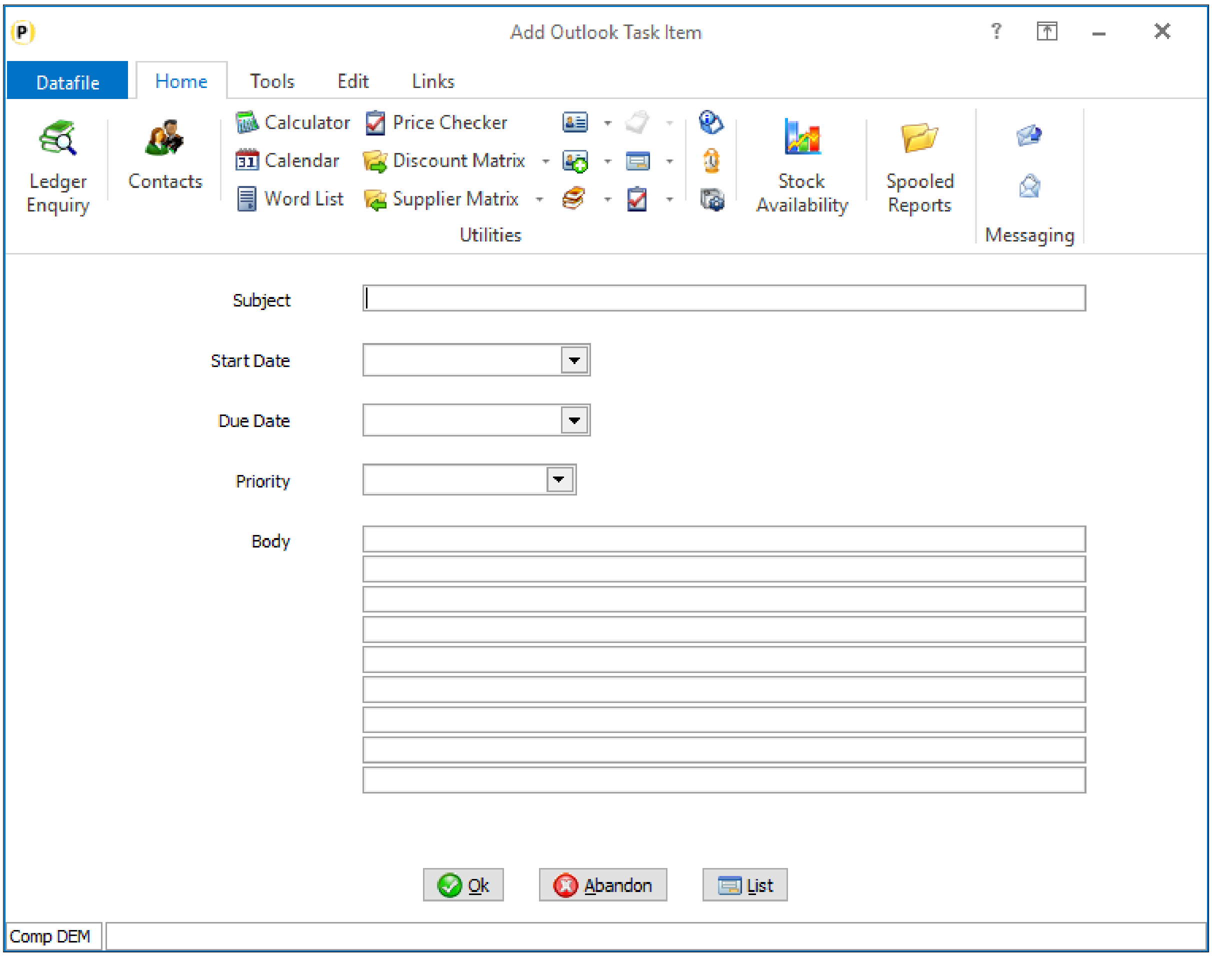


Click a blank entry and enter the **Title** for the activity and press <Enter>. You will then be prompted for the criteria to trigger the alert.



Alerts are triggered when the criteria are first “true”. Here an alert is configured when the Next Action Date for Credit Control Manager is changed (the value indicating that checking data item $131 which is the next action date).

Once the criteria option is set choose the Alert Action type of **Task** from the drop-down list of alert types and then the Calendar Alert configuration options are displayed.



Note

Where inputs in the following items allow free-format text, **subject** for example, you can use !nnn to update content from the database record that has triggered the alert. The LIST button at the bottom of the screen allows you to view available data items.

Subject – enter the task title.
Start Date – select the data item for the start date of the task.
Due Date – select the data item for the due date of the task.
Priority – select whether the task is to be assigned a High, Normal or Low priority.
Body – here you can enter free-format text to include in the task.

Once defined click OK to save and update the database changes.

Create Activity Log

The Datafile CRM Application includes an Activity Database which contains a list of activities and actions for the operator to follow up and complete. Activities are usually manually created but this option allows you to configure an Alert to create an Activity record.

You can create an Activity Log record for any alert triggered rule within Datafile. For example, you may create an Activity Log record for:

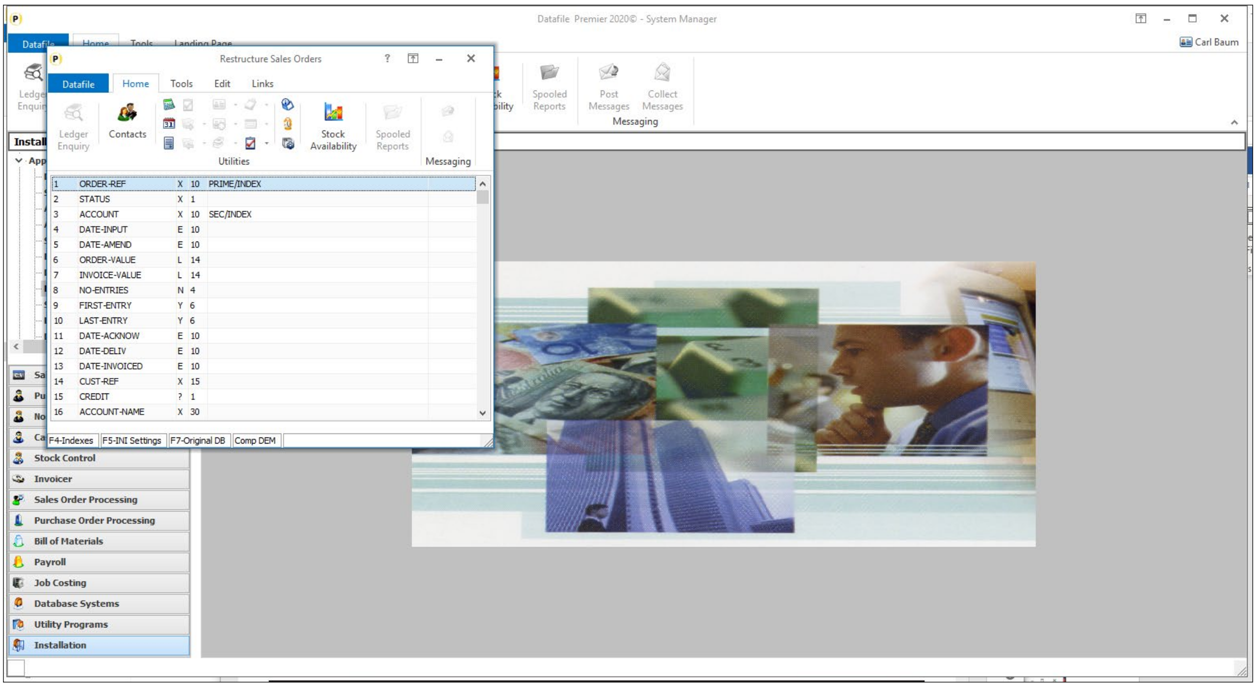
- Quote Follow Up
- Follow on Actions for existing Activities.
- Credit Control Follow Ups

Whilst primarily design to add entries into the CRM Activity database the alert is user definable as to the database that records are to be added to so can be used to add new records into any flat file Datafile Database.

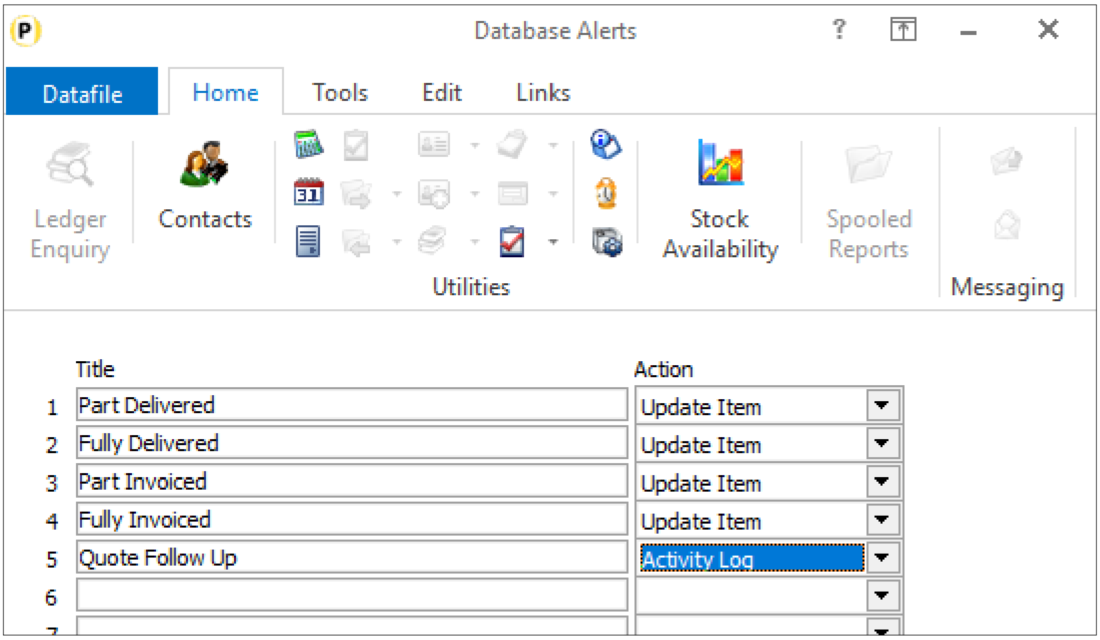
Installation

<u>Creating an Alert</u>

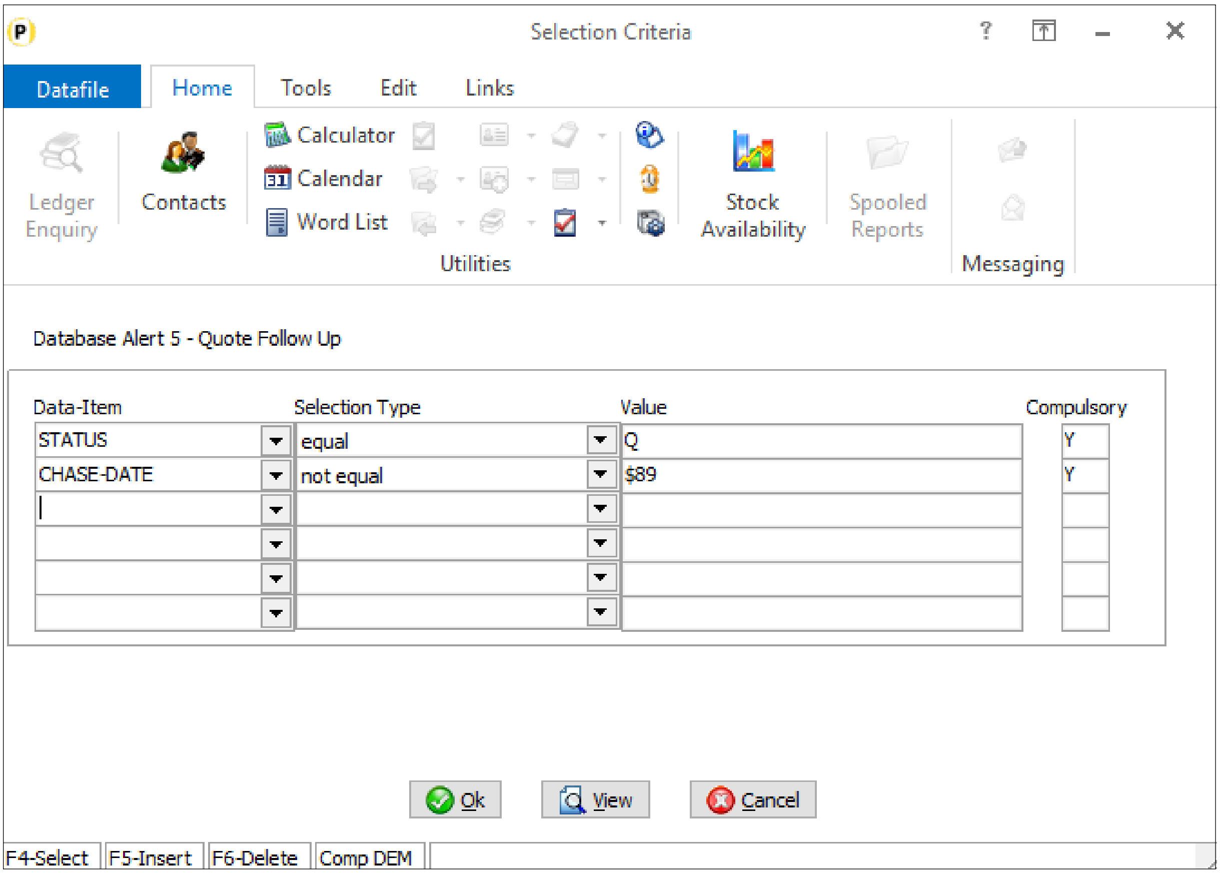
Database Alerts are defined as part of the database restructure functions. To update an alert for an application database you can select **Installation** from the main menu followed by **Application Manager** and **Restructure A Database**. Choose the required application, select to update the live files, and then choose the application file, the database structure is then displayed.



To define alerts, press <F5> to access the INI Settings and then click the ALERTS button. Existing Alerts for this database are then displayed.

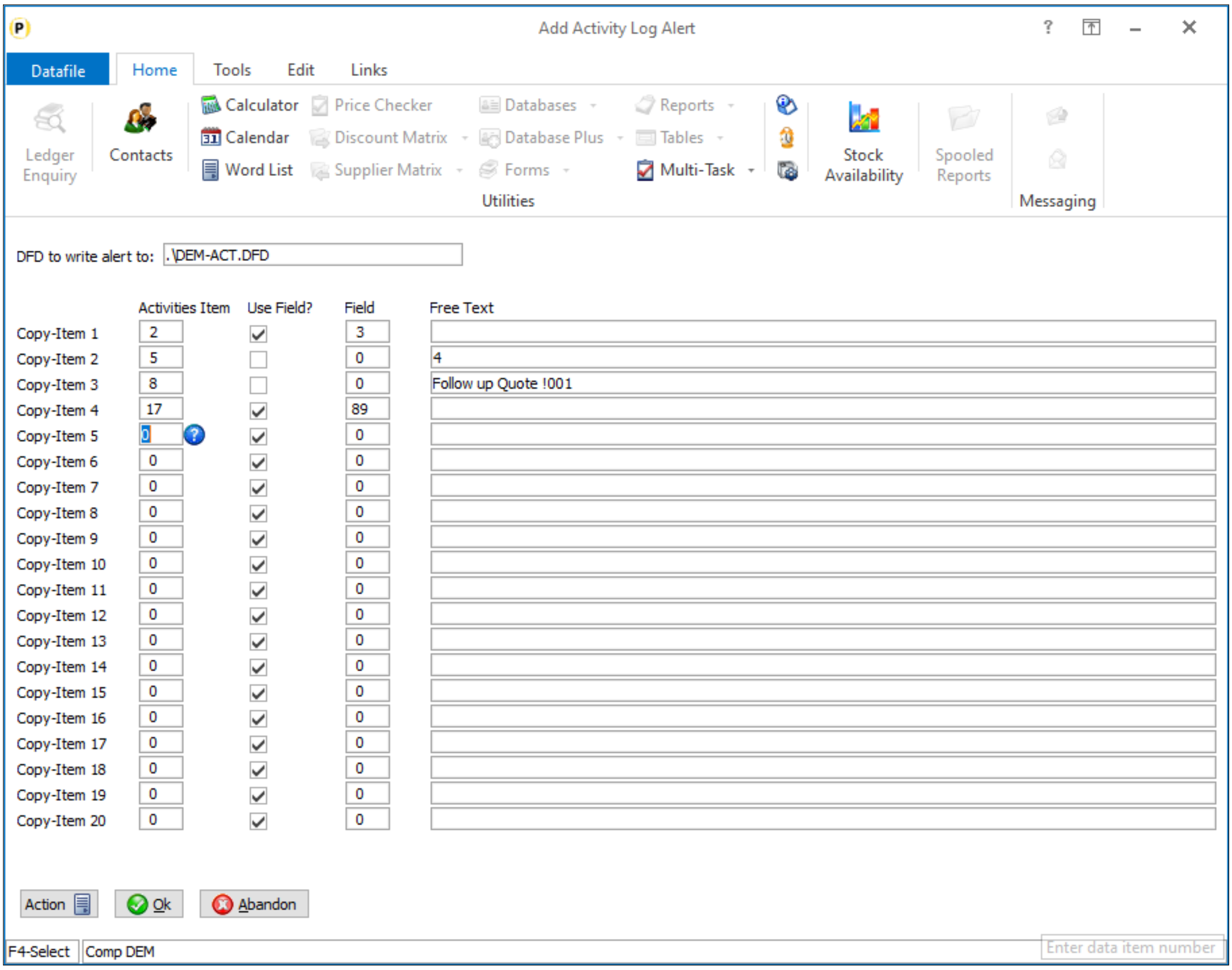


Click a blank entry and enter the **Title** for the activity and press <Enter>. You will then be prompted for the criteria to trigger the alert.



Alerts are triggered when the criteria are first “true”. Here an alert is triggered when the Chase Date for a quote is changed (the value indicating that checking data item $89 which is the chase date).

Once the criteria option is set choose the Alert Action type of **Activity Log** from the drop-down list of alert types and then the Calendar Alert configuration options are displayed.



DFD to Write Alert To – reference the path/file of the DFD to add the “activity log” record to

You can update up to 20 data items on the Activity log table. For each item you set:

Activities Item – reference the data item number to be updated on the activity table.
Use Field – set if copying directly from a data item on the main database.
Field – if copying directly from the main database reference the data item number to be copied from.

Free Text – if not copying directly you can enter text to be updated into the activity data item. You can use !nnn to include content from the main database if required.

Once defined click OK to save and update the database changes.

Chapter 3

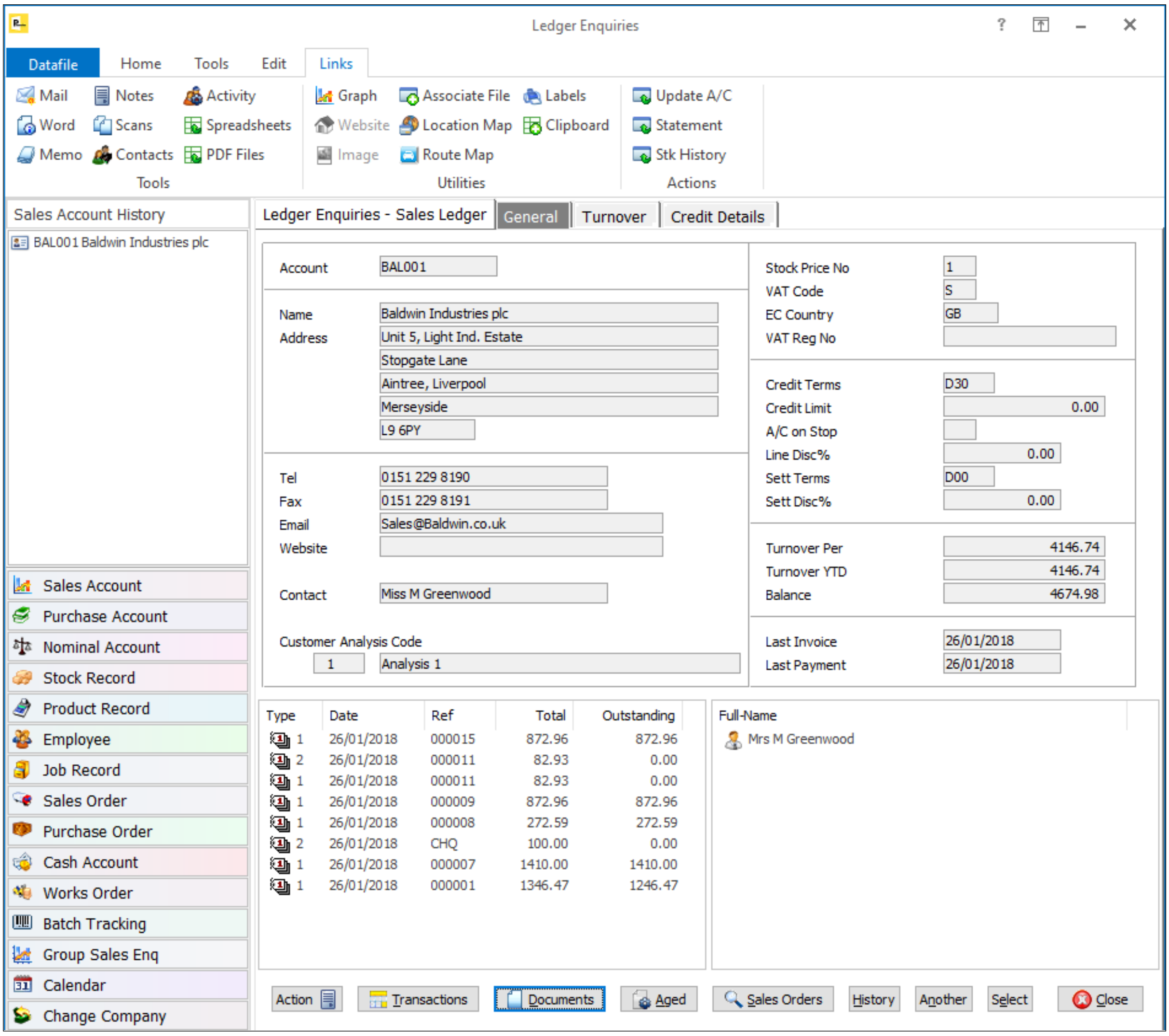
Additional Features

Ledger Enquiry

Sales and Purchase Invoice Documents

Datafile 2021
Diamond and *Premier* Only

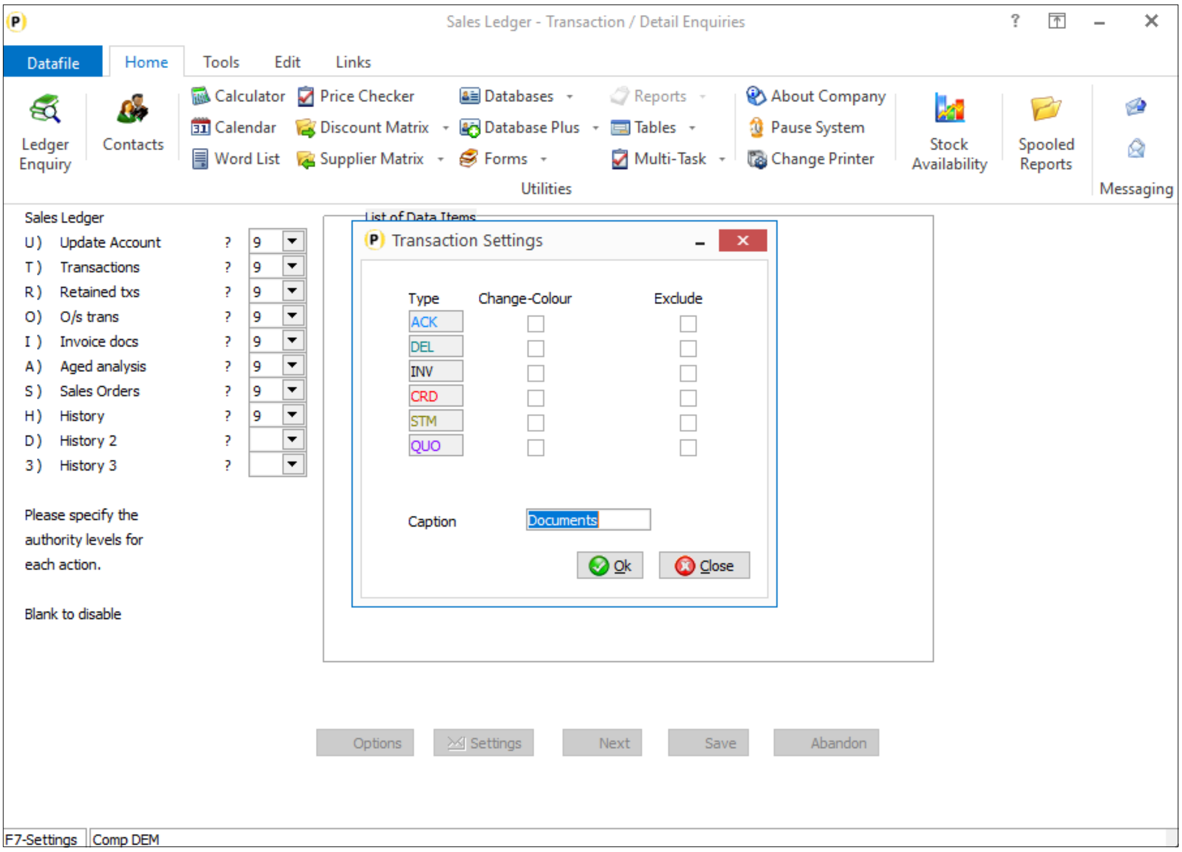
The Sales and Purchase enquiry have an option to view the saved documents for the account. Historically only invoice documents could be saved. Over the years this function has been extended to allow for quotes, order acknowledgements, delivery notes, invoices, and statements to be saved for reprint but the option has kept the "Invoices" label. New in Datafile 2021 is the option to relabel this option.



Installation

Ledger Enquiry Manager

To update the “Invoices” label, select **Installation** from the main menu followed by **Ledger Enquiry Manager** and **Enquiries Configuration**. Select the Sales / Purchase application and then **Transaction / Detail Enquires.**

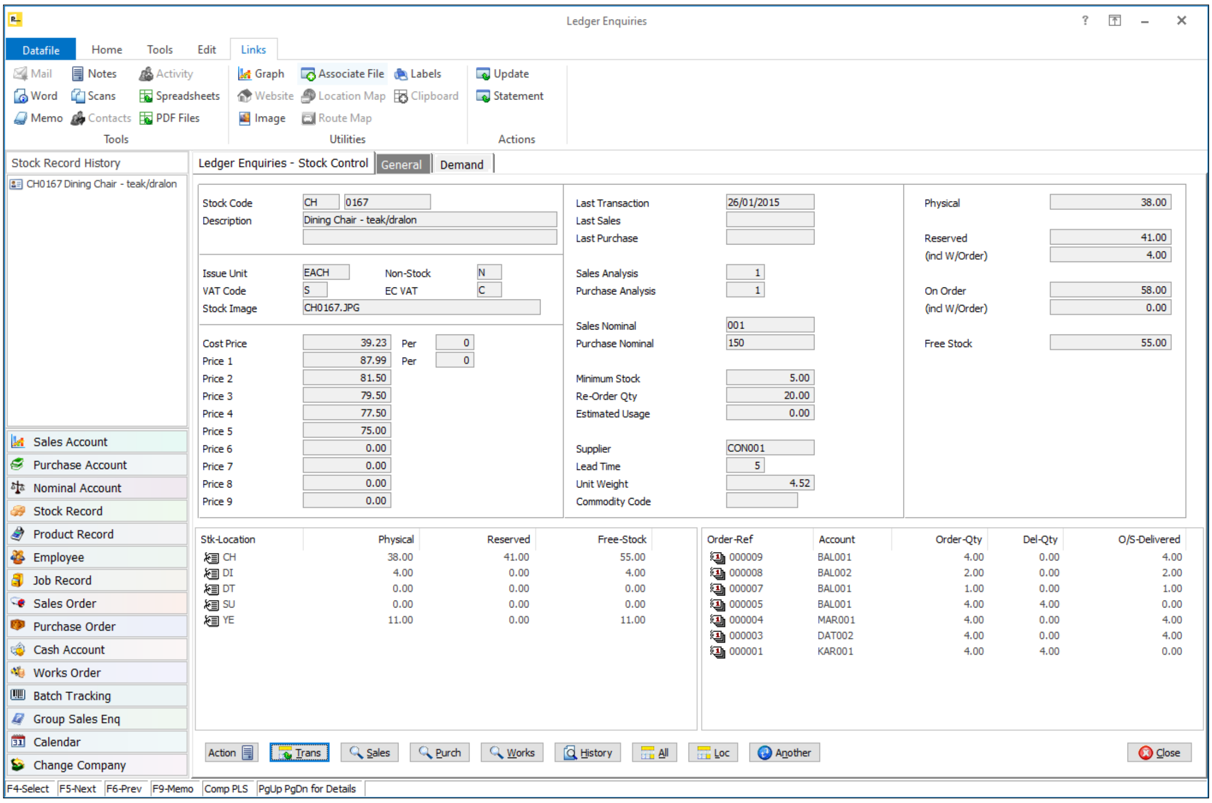


The initial display shows the authority level for each of the transactional enquiry options. Against the authority level for the **Invoice Docs** option click the SETTINGS button or press the <F7-Option> key – the system allows you to nominate an alternate caption for the “Invoices” option.

Display Stock Locations in Enquiry Panel

Datafile 2021
Diamond and *Premier* Only

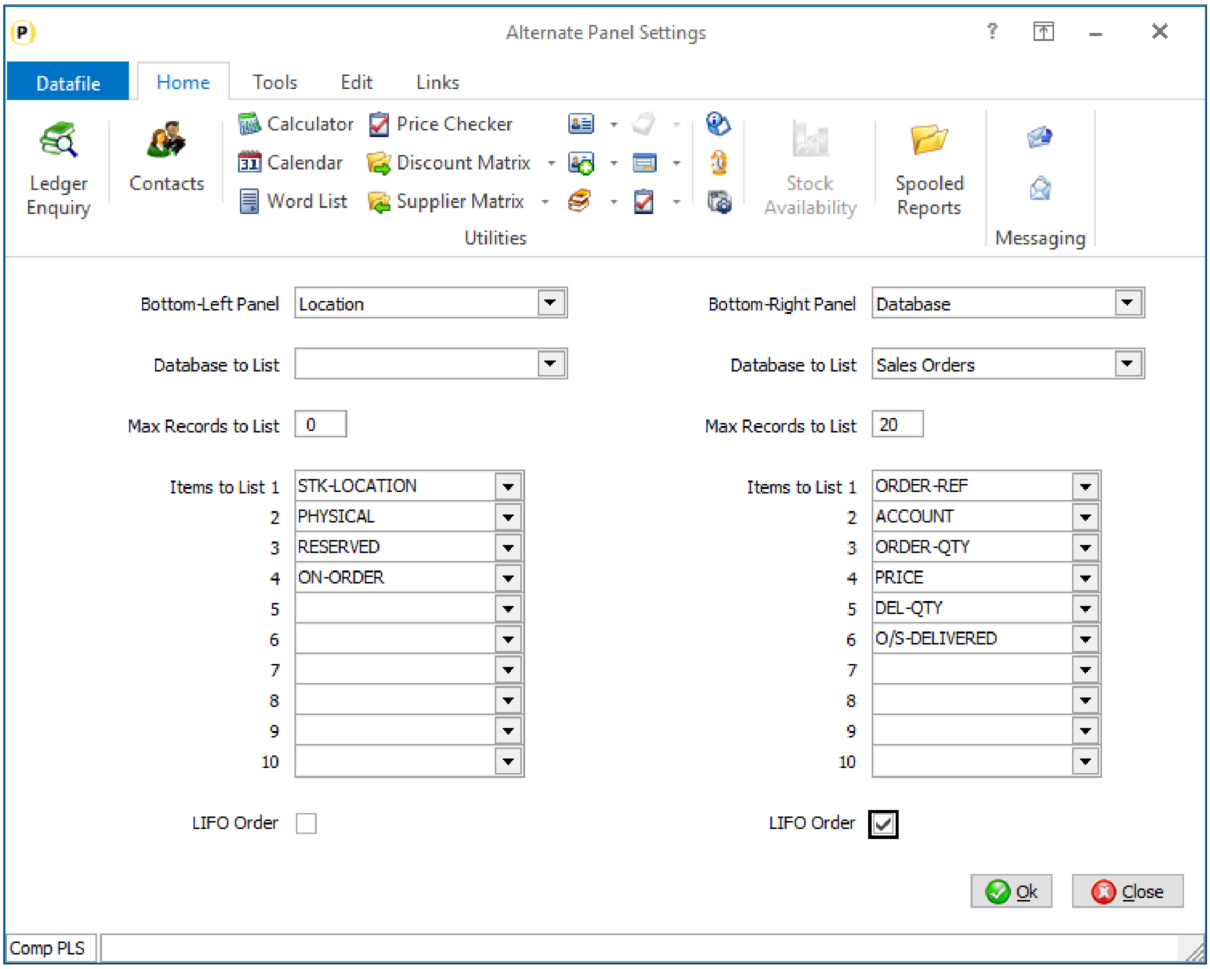
When using Location Stock, the Ledger Enquiry for Stock Records allows a Location option to display selected items for the stock record in other locations. This new feature allows you to display the other locations within the Stock Alternate Enquiry Panels.



Installation

Ledger Enquiry Manager

To define the panel items, select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Enquiry Configuration**. Select the **Stock Control a**pplication and then select ‘Alternate Panel Settings’.



Within Stock Control the options for the **Bottom Left or Bottom Right Panel** can be set to **Locations** to display stock balances from the same SKU in other locations.

You can then select up to ten items from the stock record to display.

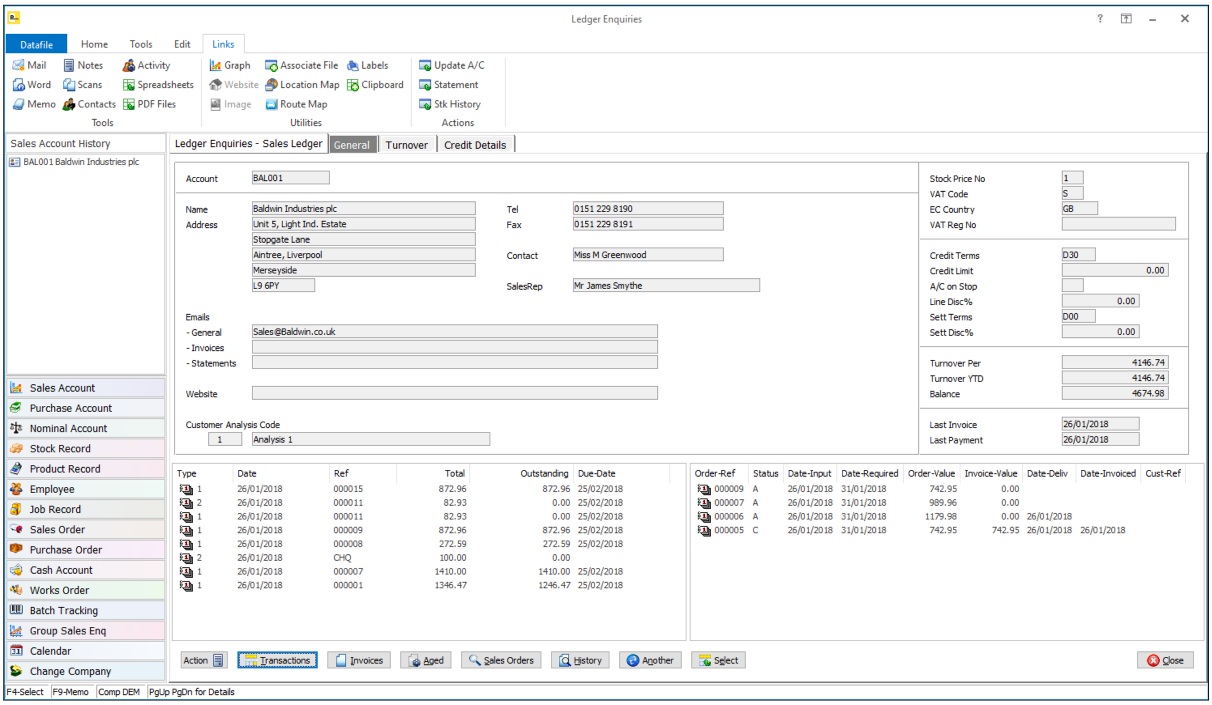
Note

If configured for the multi-location stock enquiry, then if displaying the locations within the panel you may wish to disable the option to 'Select Which Location' before going to the stock details.

Application Panels – Allow Up to Ten Items / Faster Display

Datafile 2021
Diamond and *Premier* Only

With the options to expand the screen size for ledger enquiry screens the option is now available to include additional items within the transaction panel display areas beneath the enquiry screen. Up to ten items can now be listed within each panel.



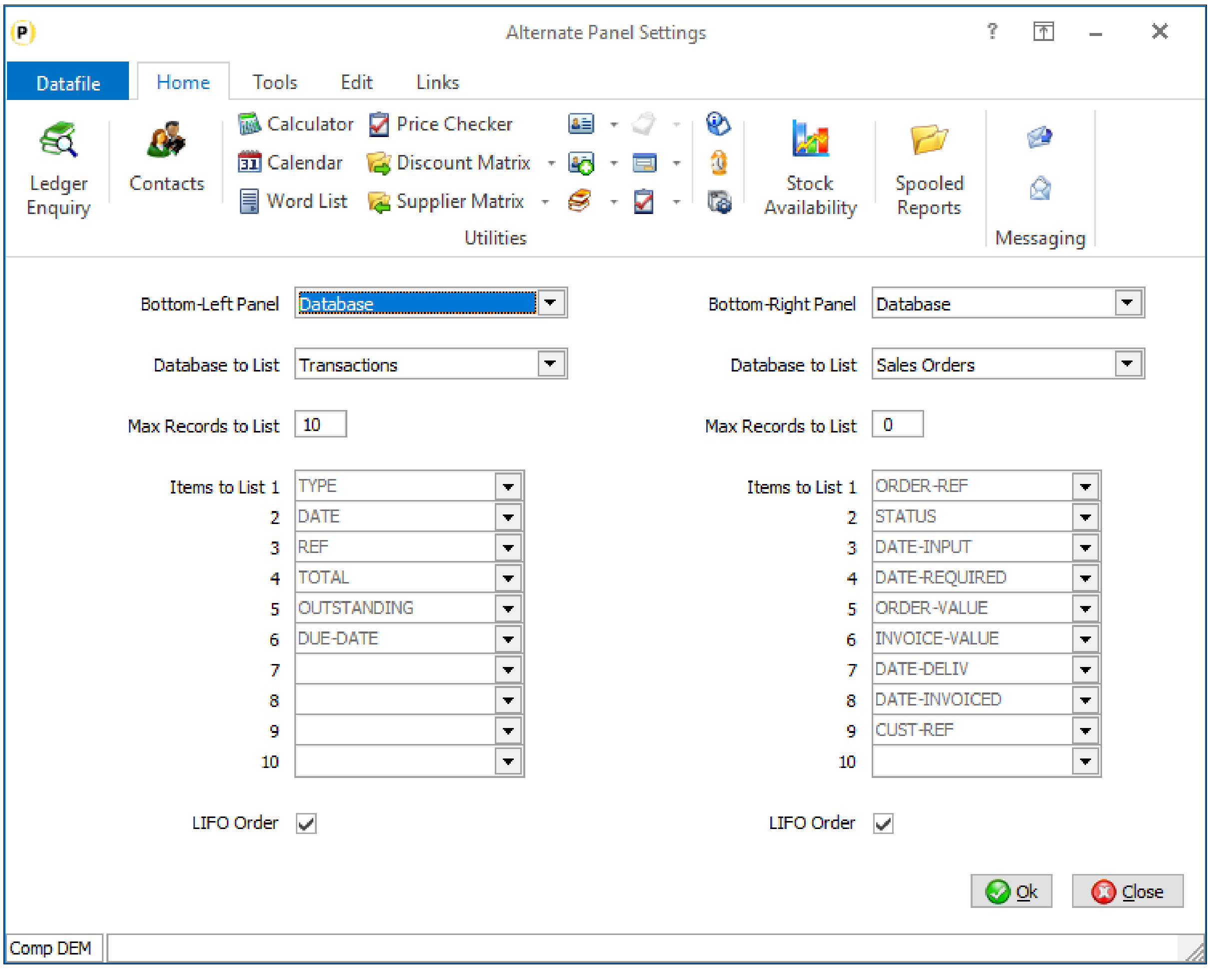
NB: The Sales Ledger enquiry is here configured to show the latest transactions on the left and the latest sales orders on the right.

In addition, the panels use in the main, a secondary index on the linked field for speed. You typically set a limit of 10/20 transactions or orders to be displayed but on large data sets where the account/stock code is in infrequent use this can still take some time to display. Changes have been made to use an alternate 'fast sort' index to improve this. No configuration changes are required for this.

Installation

<u>Ledger Enquiry Manager</u>

To define the panel items, select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Enquiry Configuration**. Select the application required and then select 'Alternate Panel Settings'.



Bottom Left/Right Panel – select the items to display on the left/right panels. The options available include:

- Graph – displays graph of application data (Aged Analysis pie chart on SL/PL for example)
- Notes – displays a list of notes recorded against the main application record.
- Database – allows display of main transaction database records for the application.
- Scans – displays a list of scans saved against the main application record.
- Emails – displays a list of emails saved against the main application record.
- Contacts (SL/PL enquiry only) – displays list of contacts for the account.
- Word – displays a list of word documents saved against the main application record.
- Job Activities (JC enquiry only) – displays the job activities and completion status.
- Operations (BM enquiry only) – displays any operations included within the Works Order.
- Batch Summary (ST enquiry only) – displays total accumulated values for the batch locations.
- Locations (ST enquiry only) – displays total accumulated values for stock locations.

The additional display items are available for the Database and Contacts options.

Database to List – if select Databases a drop-down list is available to select the “transactions” to display. The list of available databases is controlled by the application – select from the items available.

Maximum Records to List – set to 0 the system will list all records which, on larger systems, may mean it takes longer to display the enquiry screen. Typically, you would limit this list to the last 10/20 items.

Items to List – define up to ten items from the database to be displayed.

LIFO – select whether entries are to be displayed latest first. NB: Generally, for latest first you will need to define the 'link' item on the transaction database as a secondary index.

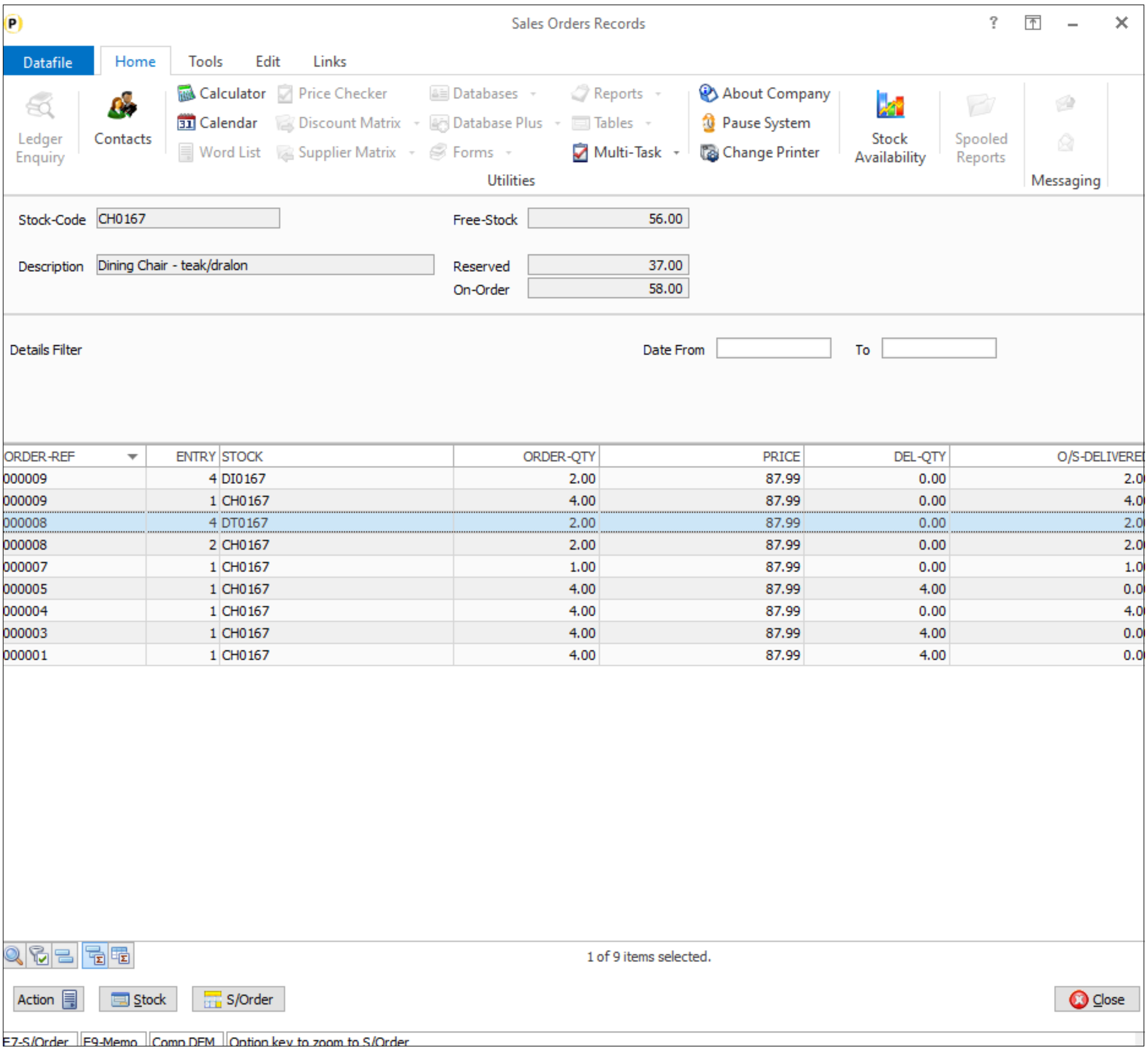
Alternate Link Item for History Databases

Datafile 2021
Premier Only

The History databases on the Ledger Enquiry match based on the primary enquiry index – to link to a history database on the sales enquiry you need a data item holding the sales account code, the stock enquiry on the stock code and so on. New in this release you can nominate another item on the main application file instead of the prime index to use when selecting the history records for display.

As an example, the Sales Ledger enquiry would usually list history records specifically for that sales account. If using Delivery Accounts or Group Accounts however you may want to list all history records for the group and not just those for the specific account. If you reference the 'group account' item as an alternative link item, the system will then display the history records that match the group account rather than specific account used in the enquiry.

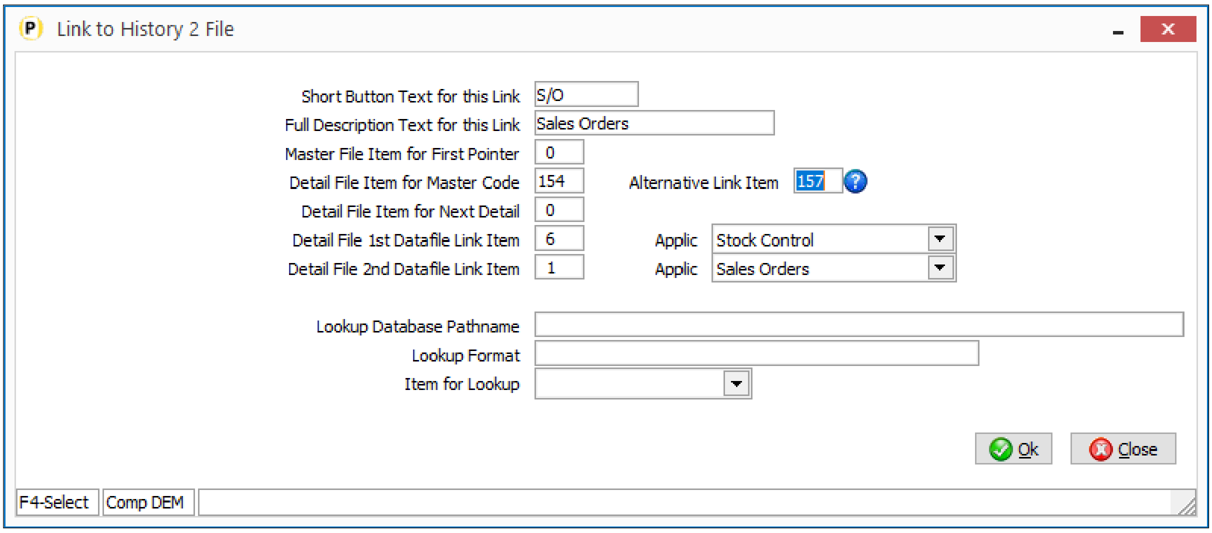
Similarly, on Stock if using location stock, you may wish to see history records for all stock items regardless of location. Referencing a sub-item that removes the location prefix would allow this.



Installation

Ledger Enquiry Manager

To define the link items on the enquiry, select from the main menu, **Installation** followed by **Ledger Enquiry Manager** and **Enquires Configuration**. Select the application required followed by **Transaction / Detail Enquiries**. Confirm the authority levels are set then click NEXT to configure the transaction enquiries, selecting the required history database.



Detail File Item for Master Code – this option asks for the data item on the history file that contains the match item (for example on a sales history database the item that contains the sales account code, on a stock history database would be the stock code and so on). This option is mandatory and, if no pointer chain in use, this item must be defined on the database as a secondary index.

Alternate Link Item – this new item enables you to reference an alternate item on the master file to match the history file records to instead of the primary enquiry index.

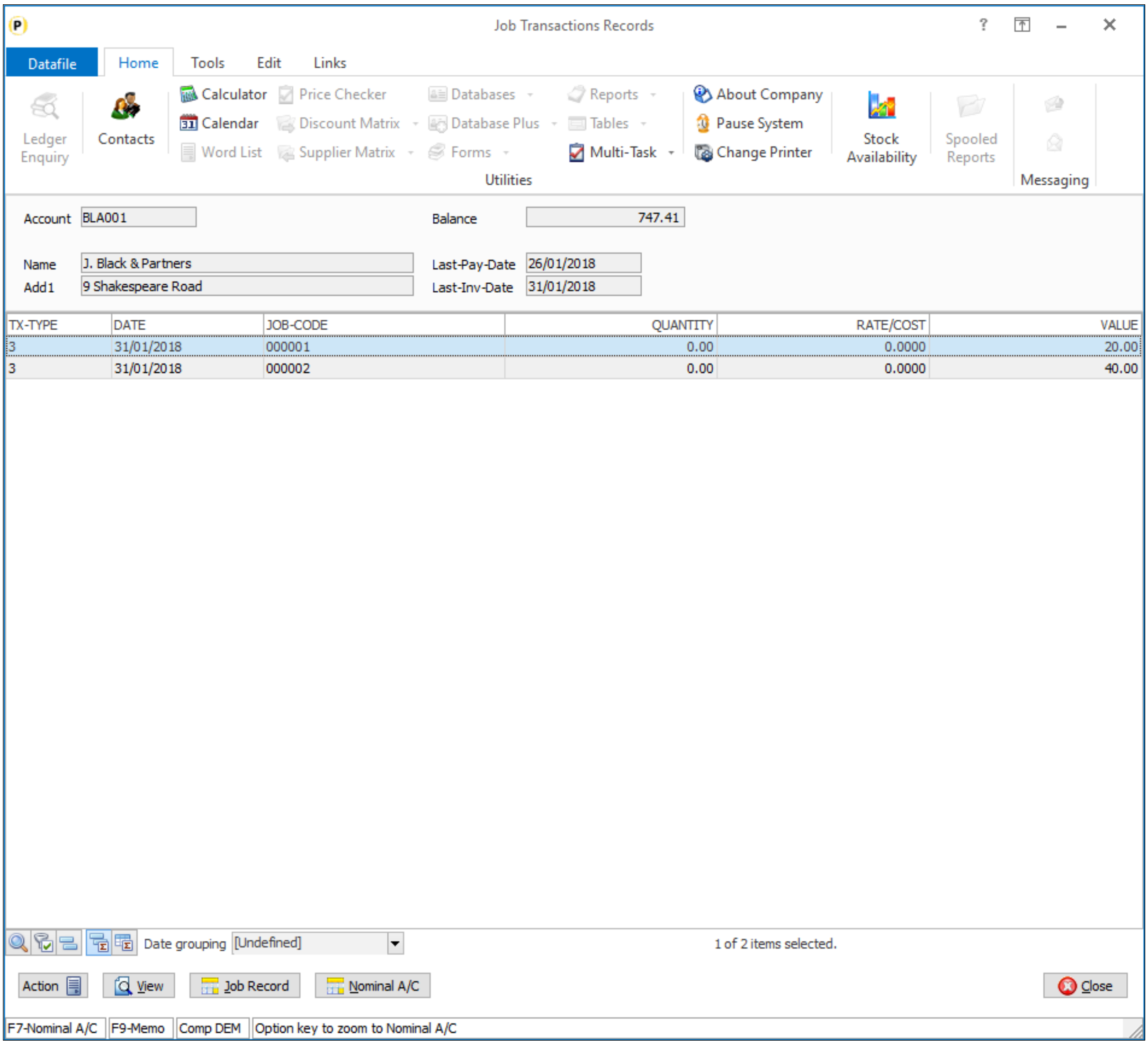
For example, on the stock enquiry above the detail item for master code and the alternate link item both reference sub-items off the stock code to strip off the location to leave the SKU.

History DFDs – Link to Other Applications

Datafile 2021
Premier Only

The History database is a user-definable enquiry database that can be configured for display against selected applications.

As part of the link definitions existing options allowed you to link from the history database to another application but this was restricted to links to sales/purchase accounts, stock records or sales/purchase orders depending on the application. This facility has now been extended to allow link to any of the main or the extra applications.

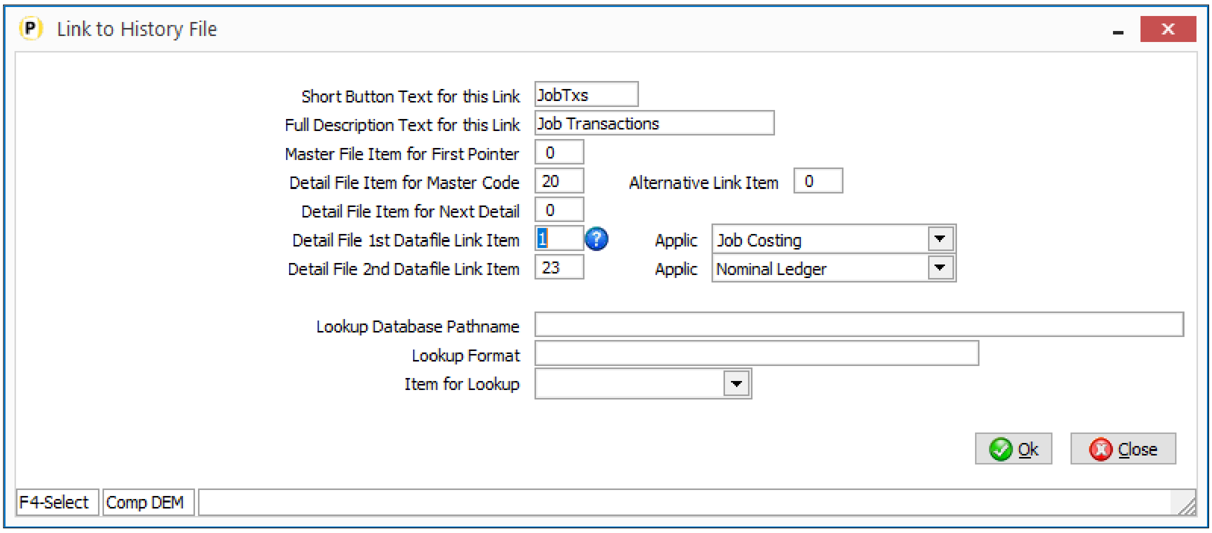


Here the Purchase Enquiry has been configured to list Job Cost Transactions as its 'History' database and this now has a link to the Job and Nominal enquiries.

Installation

Ledger Enquiry Manager

To define the link items on the enquiry, select from the main menu, **Installation** followed by **Ledger Enquiry Manager** and **Enquires Configuration**. Select the application required followed by **Transaction / Detail Enquiries**. Confirm the authority levels are set then click NEXT to configure the transaction enquiries, selecting the required history database.



Detail File – 1st Datafile Link Item / **Application** – This option allows you to reference the data item number and the application allowing you to 'zoom' from the history database to that application enquiry to view more detail. Reference the data item and application required.

Detail File – 2nd Datafile Link Item / Application – a second link option can also be defined.

Additional History Enquiry Databases

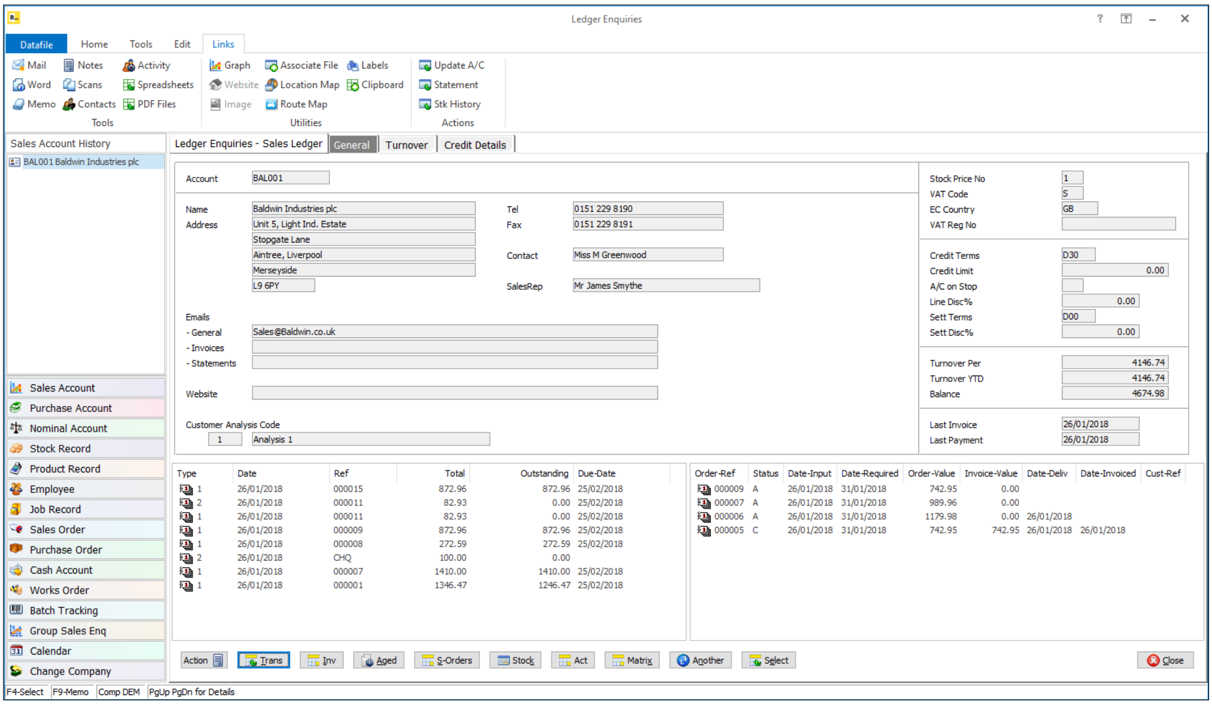
Datafile 2021
Premier Only

The History database is a user-definable enquiry database that can be configured for display against selected applications.

The Sales Ledger, for example, allows for two history databases to be defined – the key is that the history database must contain the sales account code. You could, perhaps, configure the Sales Ledger enquiry to list activity records for the customer, discount matrix entries for the customer or indeed a database of your own.

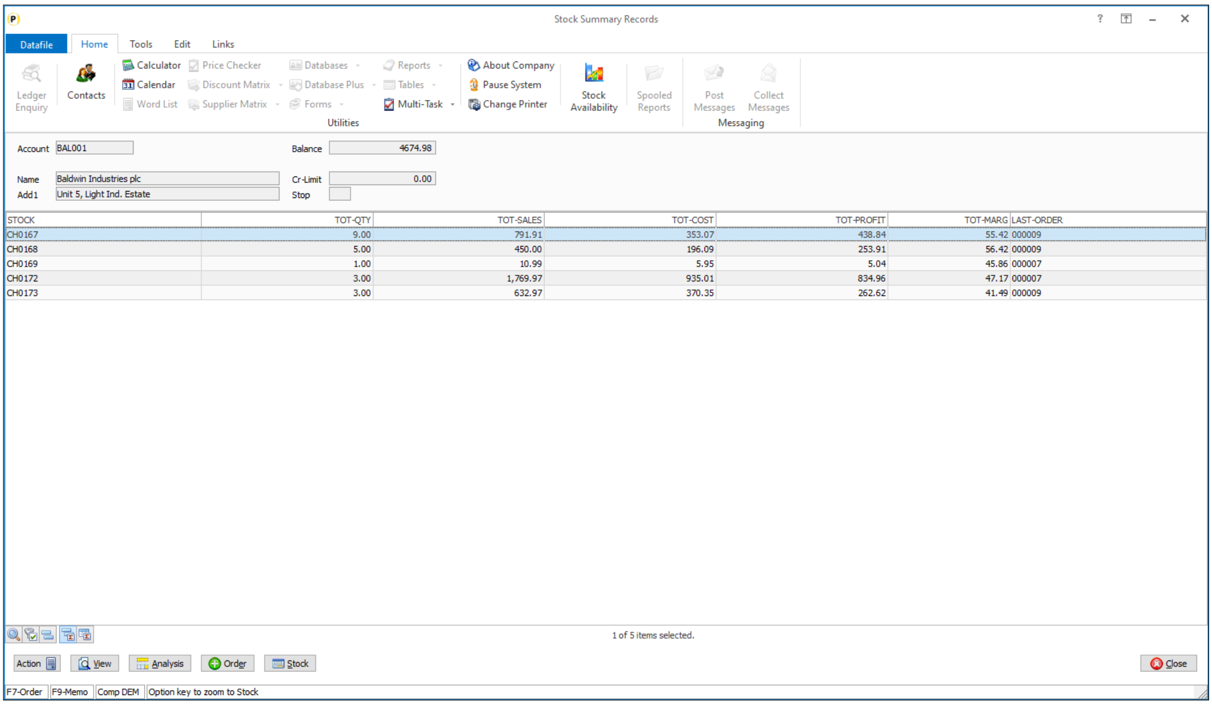
New in this release the number of history databases and the applications the databases are available for have increased.

- Sales Ledger increases the number of history databases from two to three.
- Stock Control increases the number of history databases from two to three.
- Sales Order Processing now allows two history databases, up from one.
- Purchase Order Processing now allows two history databases, up from one.
- Bill of Materials now also allows two history databases.



NB: Here the Sales enquiry is configured to show the three history databases – showing Stock (a Profiler maintained summary of the stock items the user has bought), Activities and Discount Matrix special prices.

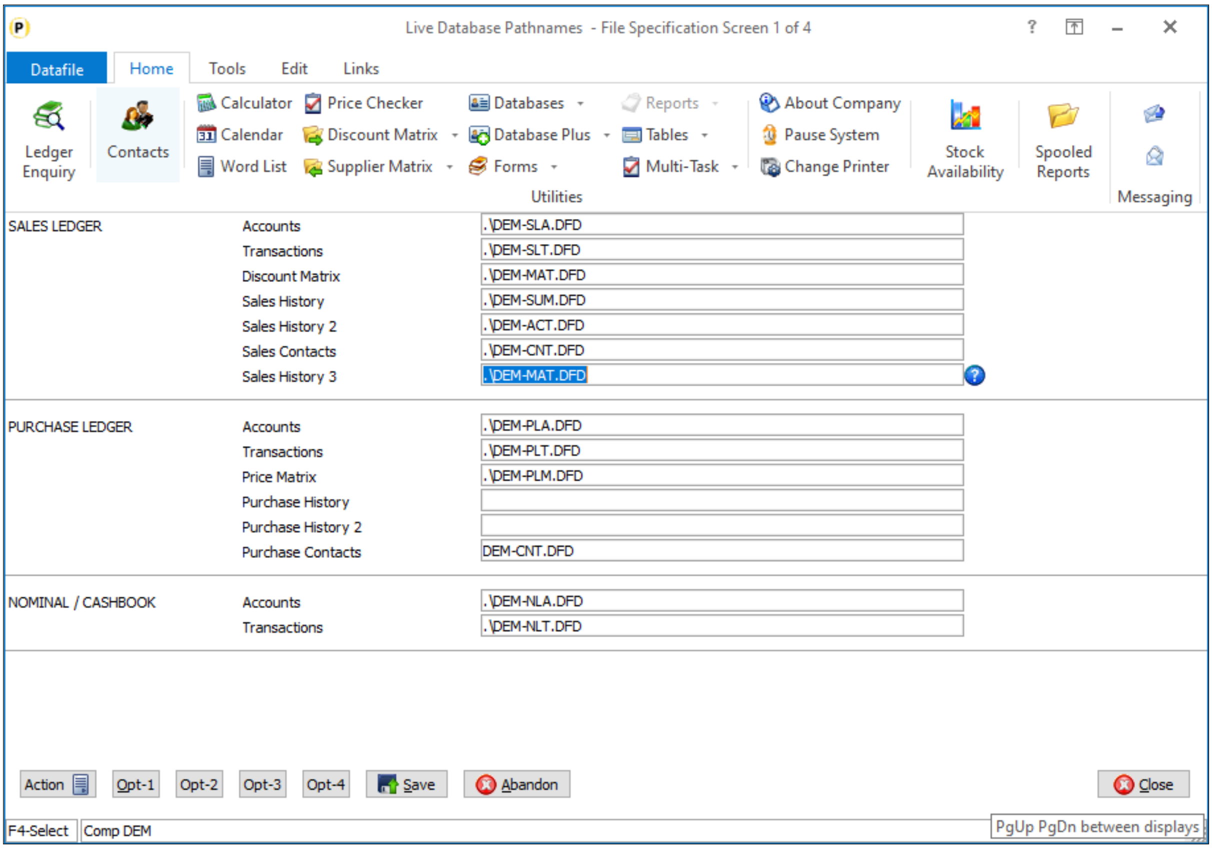
Each of the history databases can have its own 'detail' database off it and has full screen enquiry options.



Installation

Location of Files

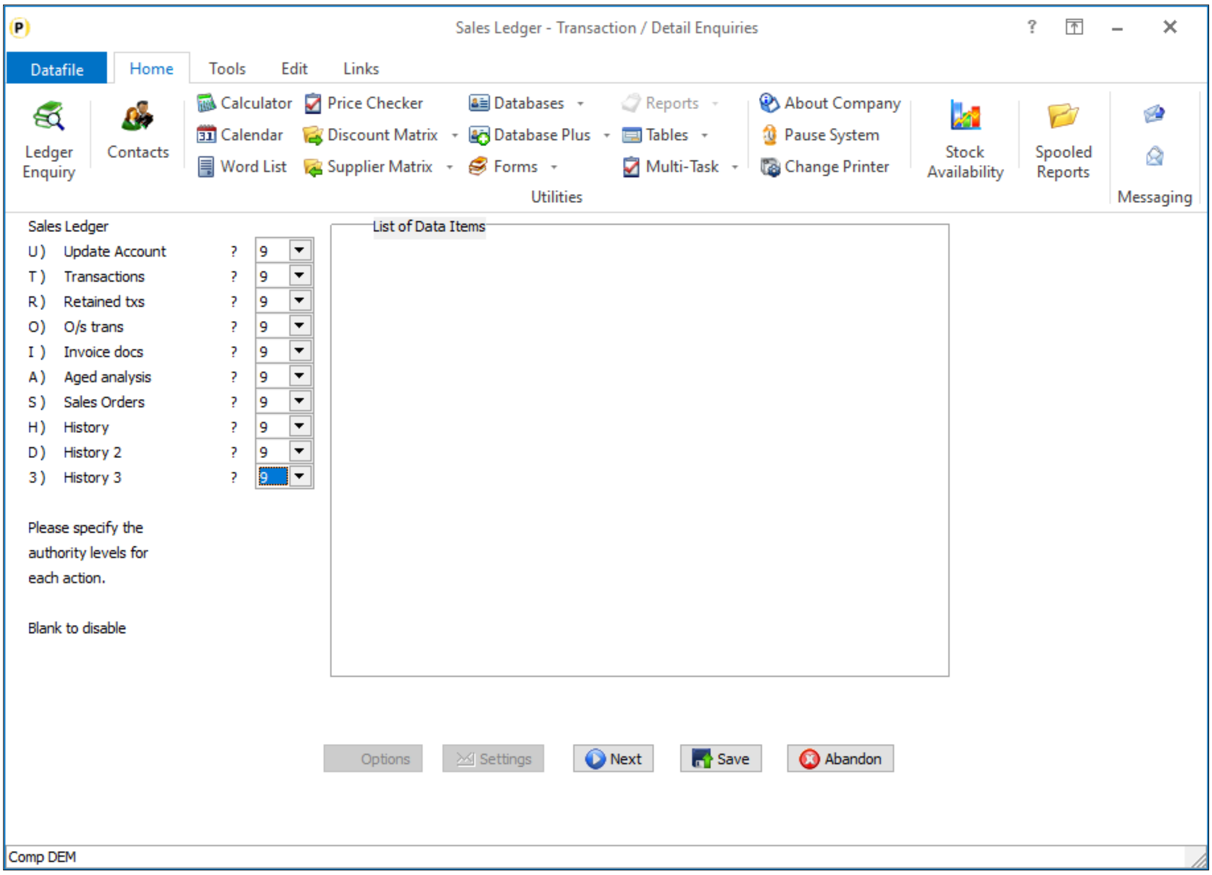
To configure the Ledger Enquiry application to display a history database you must first add the database to the location of files. Select **Installation** from the main menu and then **Lock Out All Systems**. Once systems locked choose **Application Manager** and **Location of Database Files** – respond Y to change the live files, leave blank to the prompt for global changes.



The location of files is defined over four screens – subject to applications in use. The Sales / Purchase history databases are defined on page 1, the Stock history databases on page 2, the Sales Order and Purchase Order history databases on page 3 and the Bill of Materials history databases on page 4. Enter the database filename – including path where relevant – to the required history database.

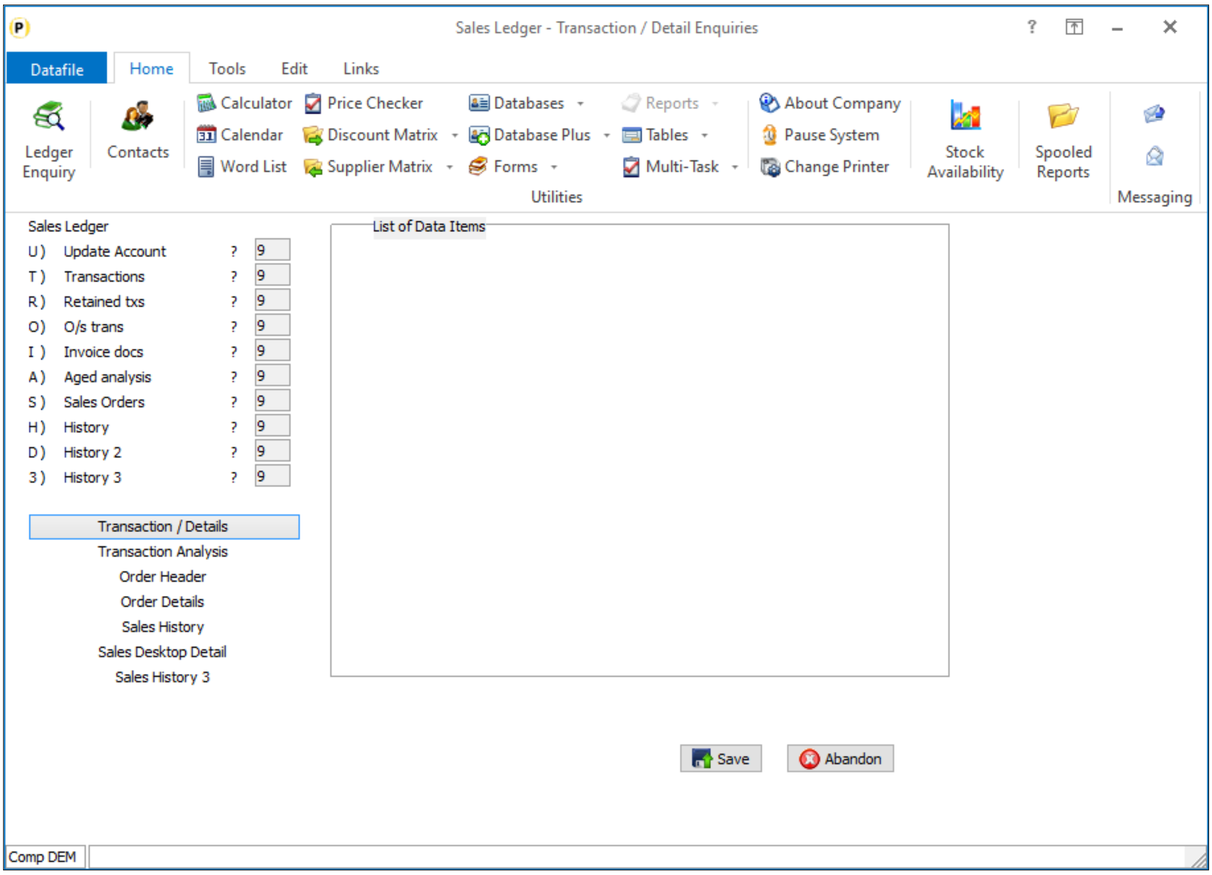
Ledger Enquiry Manager

Once the history database(s) is defined you are then able to configure the Ledger Enquiry. From the main menu select **Installation** followed by **Ledger Enquiry Manager** and **Enquires Configuration**. Select the application required followed by **Transaction / Detail Enquiries**.

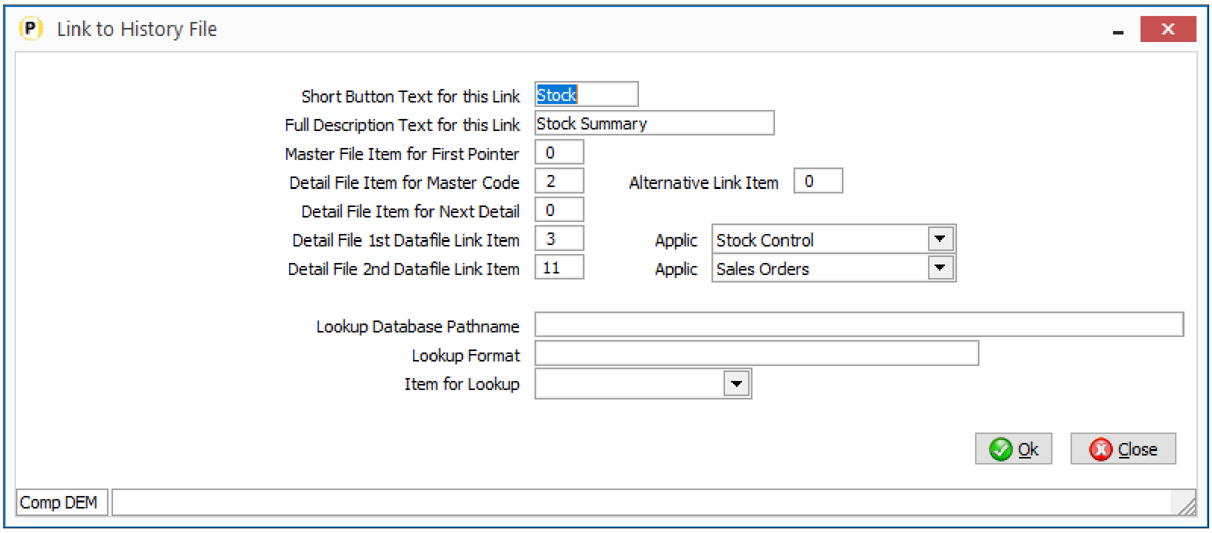


The application databases (and other options) are listed and you can set the authority level required for access – leave blank to not allow any access to this option. Authority levels are defined from 0 (highest) to 9 (lowest).

Once all the authority levels are set click NEXT to configure the transaction enquiries.



Each of the application databases available are listed followed by the history files. Choose the appropriate history file for configuration.



Short Button Text for this Link – enter label for display on the button for this enquiry option.

Full Description Text for this Link – enter the full text to be displayed.

Master File Item for First Pointer – a history database can be defined to link in one of two ways. A record pointer chain, if available, can be used or you can use the indexes on the history file. Normally the databases used as a history file would not have a pointer chain so this item can be left blank. If a pointer chain does exist reference the data item on the application database that contains the record pointer for the first history record.

Detail File Item for Master Code – this option asks for the data item on the history file that contains the main application record index (for example on a sales history database the item that contains the sales account code, on a stock history database would be the stock code and so on). This option is mandatory and, if no pointer chain in use, this item must be defined on the database as a secondary index.

Alternate Link Item – new in 7.4 this option asks for an item on the main application file instead of the prime index to use when selecting the history records for display. See the separate documentation for this feature.

Detail File Item for Next Detail – if using a pointer chain reference the item on the history database that records the record number for the next history record for the 'account'. Leave as zero if using the secondary index.

Detail File – 1st Datafile Link Item / **Application** – As well as having a link to the current application the history database may also contain details for other applications. Our Stock Summary example also contains the Stock Code and Last Sales Order for example. This option allows you to reference the data item number and the application allowing you to 'zoom' from the history database to that application enquiry to view more detail. Reference the data item and application required.

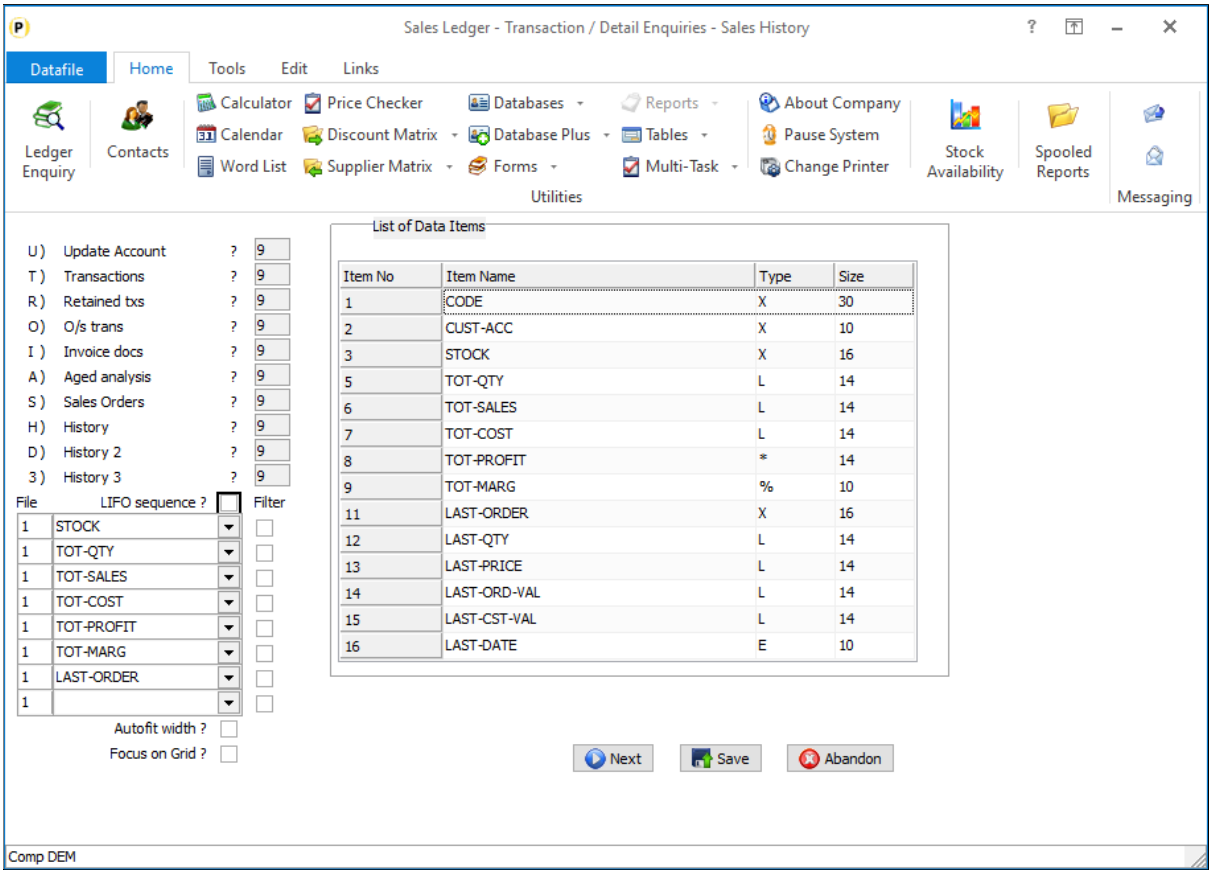
Detail File – 2nd Datafile Link Item / Application – a second link option can also be defined.

Lookup Database Pathname – when displaying history records it can be useful to include within the list items from another linked database/record. Using our Stock Summary example, we may want to include the stock description or current retail price for the item. Alternatively, a common use for a history database in stock control is to list any assembly components for the stock item, as such displaying the current physical/free stock for those components may be desirable. Reference here the database path and filename if a lookup is required.

Lookup Format – this prompt asks for the index format for the lookup. This uses our standard code formats, for example AAA999 or UUUUUUUUU. Where A represents an uppercase letter, U allows any character but if a letter is uppercase, X is any character and 9 allows any number from 0-9 – delimiter characters may also be used. For this link you can use UUUUUUU to the index format size.

Item for Lookup – reference the data item on the history database that contains the index value of the lookup database (i.e., the stock code on our stock summary / component stock example)

After confirming the file link settings, we are then asked for the list items.



LIFO Sequence – if using the pointer chain leave this item blank, if using secondary index set whether to display the history records in last-in-first-out order. (If using pointer chain and wish to display in LIFO order you can reference the 'first' pointer on the master record as the 'last' record and the 'next' detail pointer on the history database as the 'previous' record pointer.)

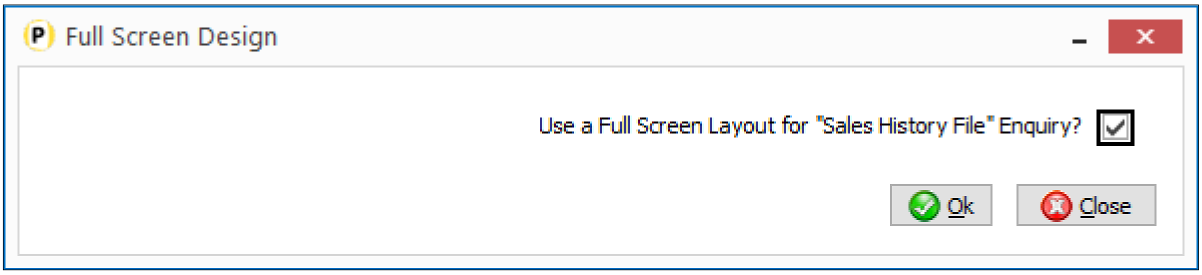
File – this option will only display if using a lookup database. Enter '1' to select an item for list from the main history database, enter '2' to select an item from the lookup database.

Data Item – select the data item from the history / lookup database to be displayed. These items are the default list items, subject to configuration settings additional items can be added/removed by the user as required.

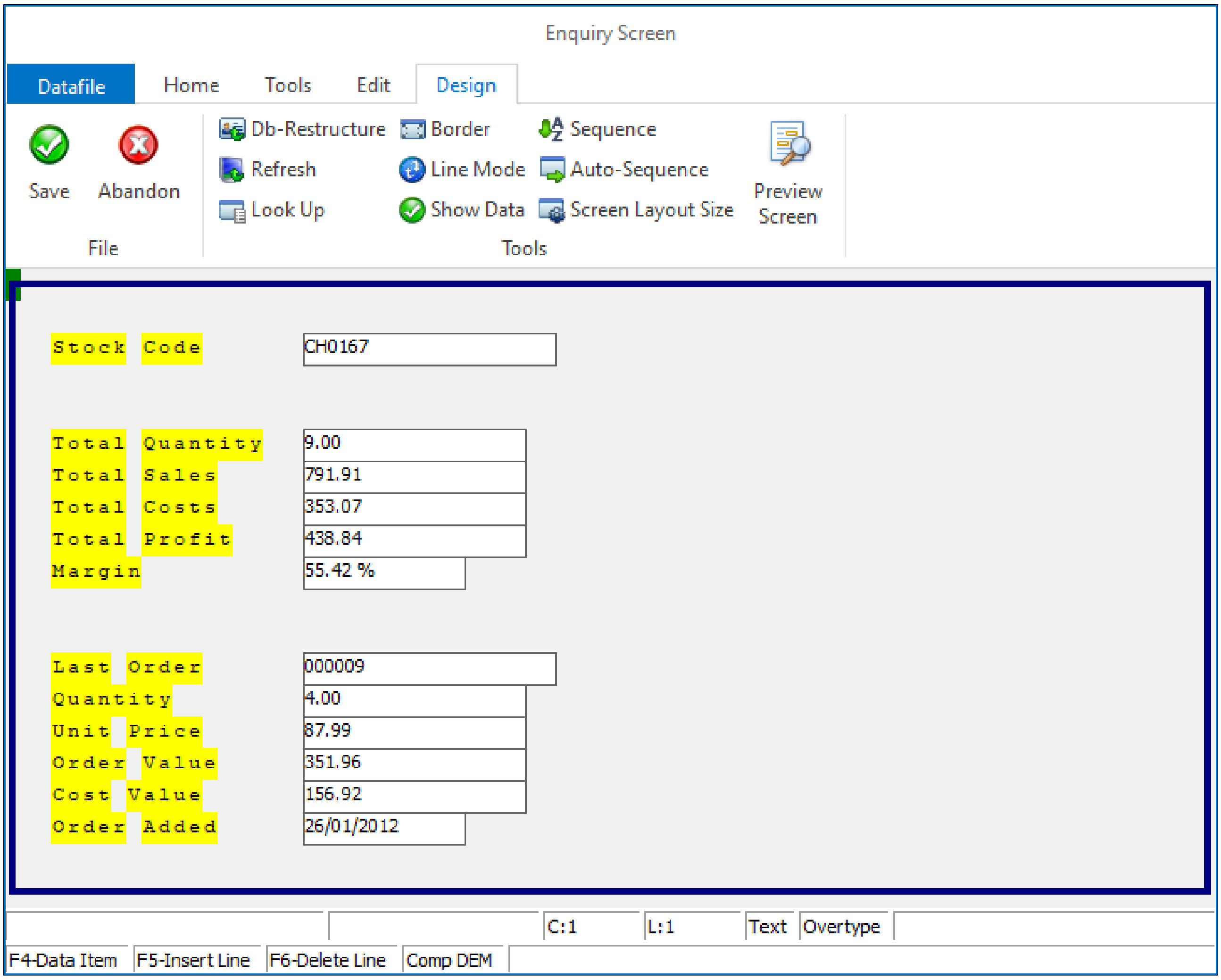
Filter – applicable for the history data items set if you wish to allow a filter to be entered based on this item to restrict the records listed.

Auto Fit Width – set so 'shrink' display size of the columns to fit all items on screen, leave blank to display as per item size and allow a horizontal scroll bar if required.

Focus on Grid – if using filter items then the initial focus will be to enter a filter item, selecting this option lists the details first and you can go back and set a filter if required.



Use a Full Screen Layout for Stock History/Detail File Enquiry – select if you wish to enable the use of the VIEW button to display a full screen enquiry for the history/detail record.



On initial configuration the enquiry screen will be blank. You design the screen as per the standard design parameters.

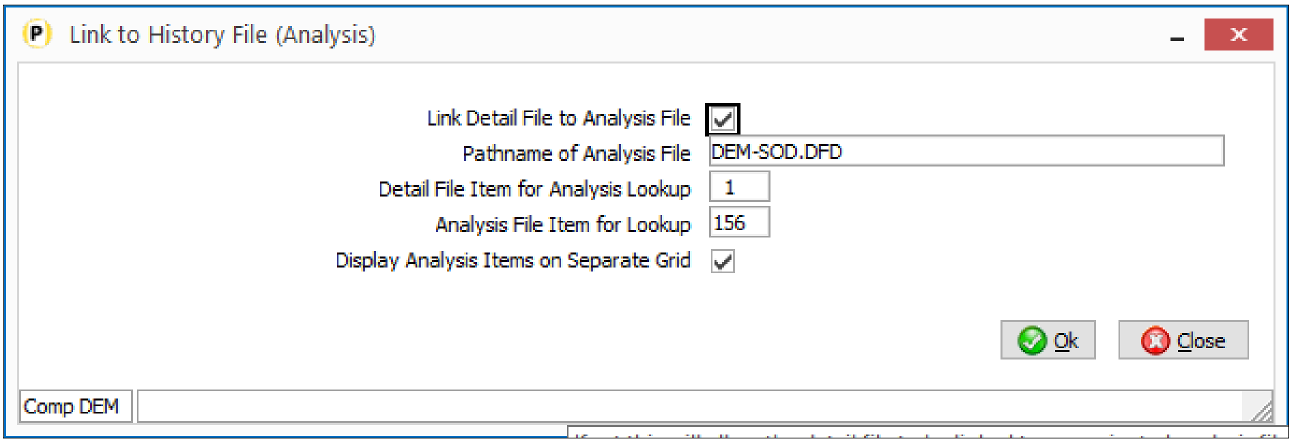
To add **text** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish to enter your text, and type in the required label(s). To clear any text, use the space bar.

To add a **data item** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish the item to display and then either 'right-click' with the mouse or press <F4-Select>. The list of available data items is displayed for you to select. To delete a data item from the screen, use the mouse to click the item and then hit the <DELETE> key.

To draw **borders** around the screen, choose the option ‘Border’ on the Tools pull-down at the top of the screen.

To draw a **line** on the screen, select the option ‘Line Mode’ on the Tools pull-down, and then use the mouse to click the start position of the line, and then drag the line (horizontally or vertically) to the end position of the line. To delete a line, use the mouse to select the line, (it will turn blue when selected), and then hit the <DELETE> key. Once the line(s) has been drawn, to switch back to text mode, use the option on the Tools pull-down.

Once complete choose the ‘Save’ option.



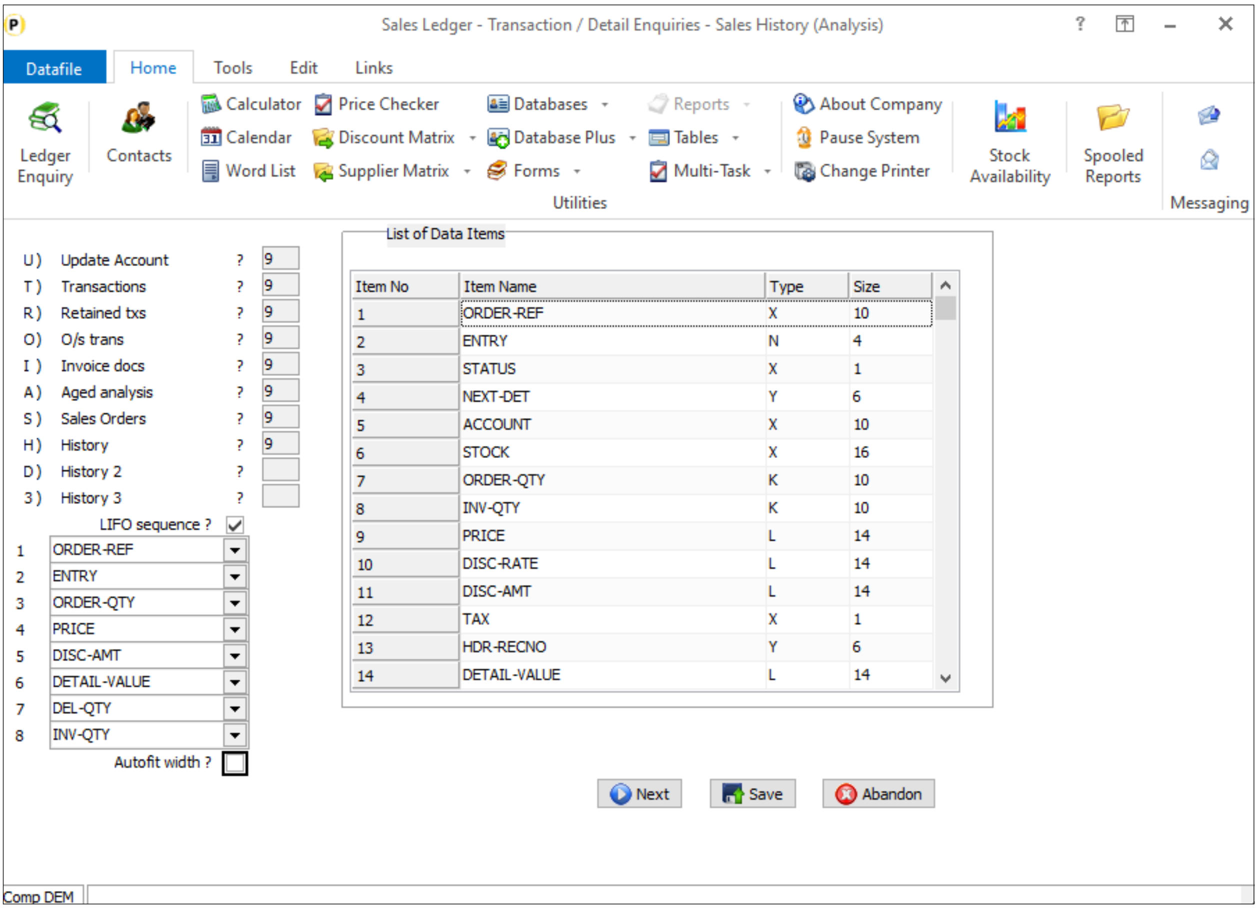
Link Detail File to Analysis File – select if the History/Detail database is a ‘master’ file that can link to another ‘analysis’ database. This option is only applicable where the History/Detail database is **prime-indexed,** and the analysis database contains a **secondary index** containing the history/detail prime-index value.

Pathname of Analysis File – enter the database pathname for the analysis file.

Detail File Item for Analysis Lookup – reference the prime-index item on the history/detail database.

Analysis File Item for Lookup – reference the item on the analysis file that holds the value from the prime-index of the history / detail file. Note that this item **must** be a secondary index.

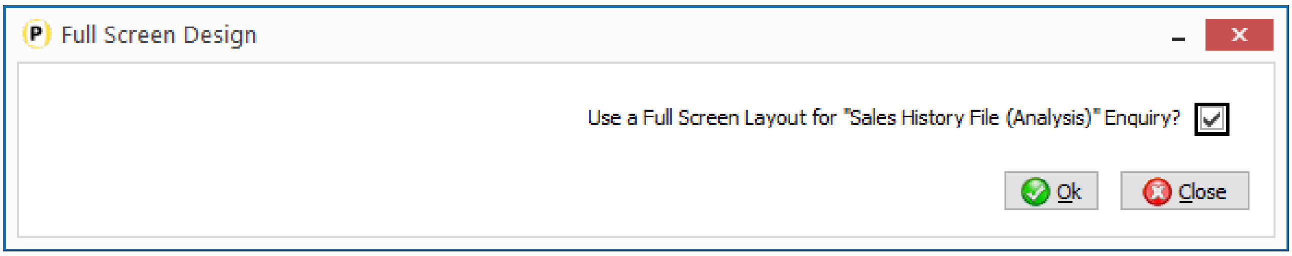
Display Analysis Items on Separate Grid – if not set then the history/detail record list is split in half. The left-hand side displays the history/detail records and the right hand side shows the linked analysis records. As you scroll up/down the list the detail records on the right are refreshed based on the current highlighted record. When set the system displays the analysis records via an ANALYSIS button on the history/details grid.



LIFO Sequence – set whether Analysis records are to be listed in LIFO sequence.

List Items – select up to eight items from the Analysis database to be listed, <F4-Select> is available as required.

Autofit width – set to compress the display items from the Analysis file (largest item compressed) so that the horizontal scroll bar is not activated.



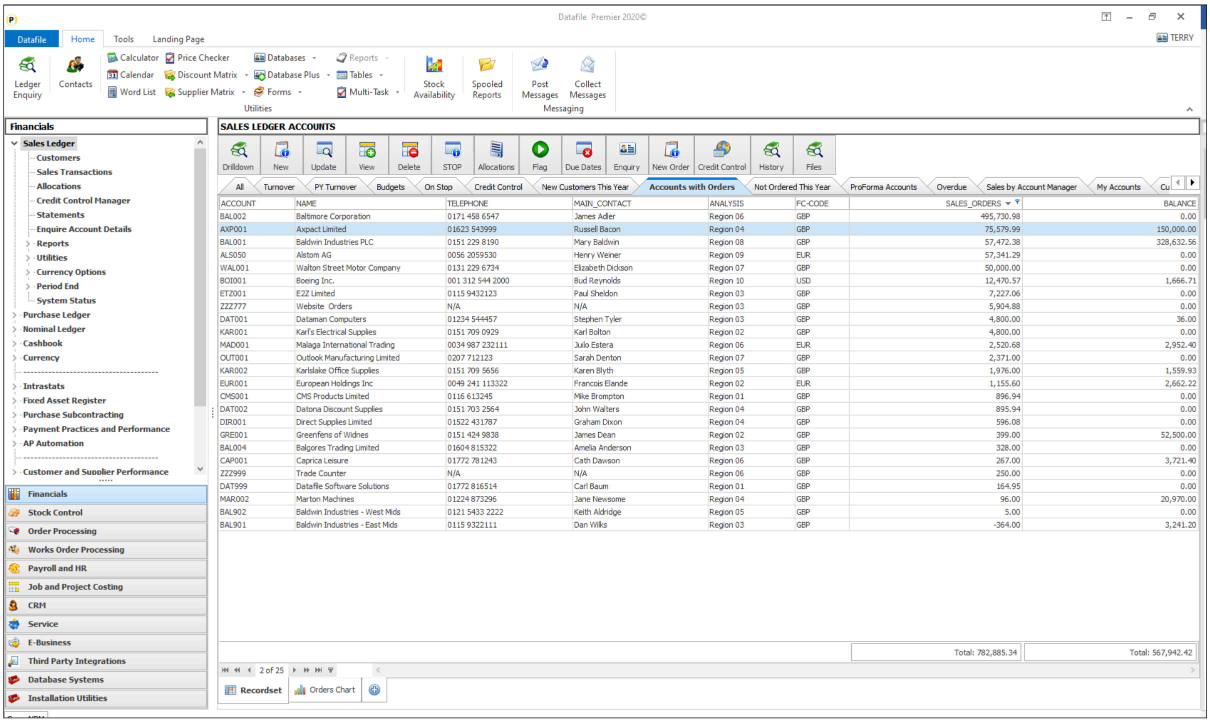
Use a Full Screen Layout for History (Analysis) Enquiry - select if you wish to enable the use of the VIEW button to display a full screen enquiry for the analysis record, if set then a screen design template is displayed for configuration (see screen design notes above).

Data Visualisations

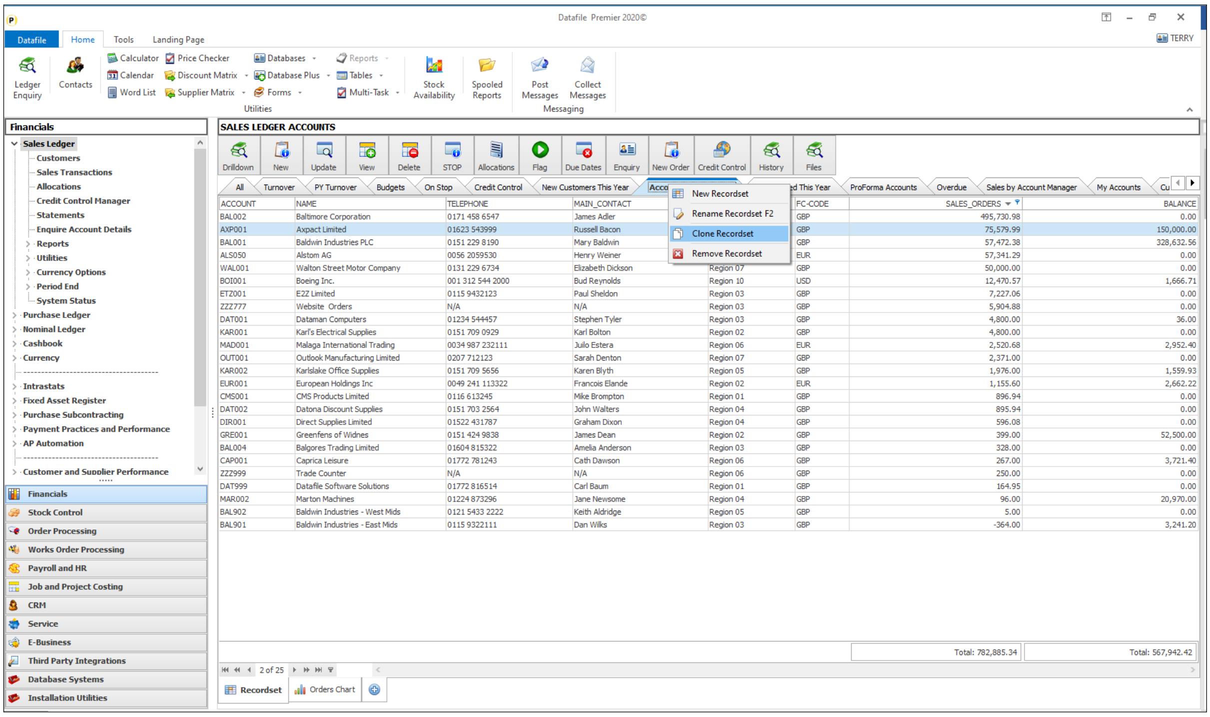
Clone A Landing Page Record Set

Datafile 2021

When using the Data Visualisation options you can develop record sets to list key items based on the needs for that set. You can build up multiple sets with their own data items and filters to allow you to focus on the key information.



When you create a new record set the items data items listed are based on the default landing page display items. This new feature allows you to ‘clone’ a record set to the data items are based on the current landing page.



To clone a record set right-click on the tab you wish to copy and select to 'Clone Record set'.

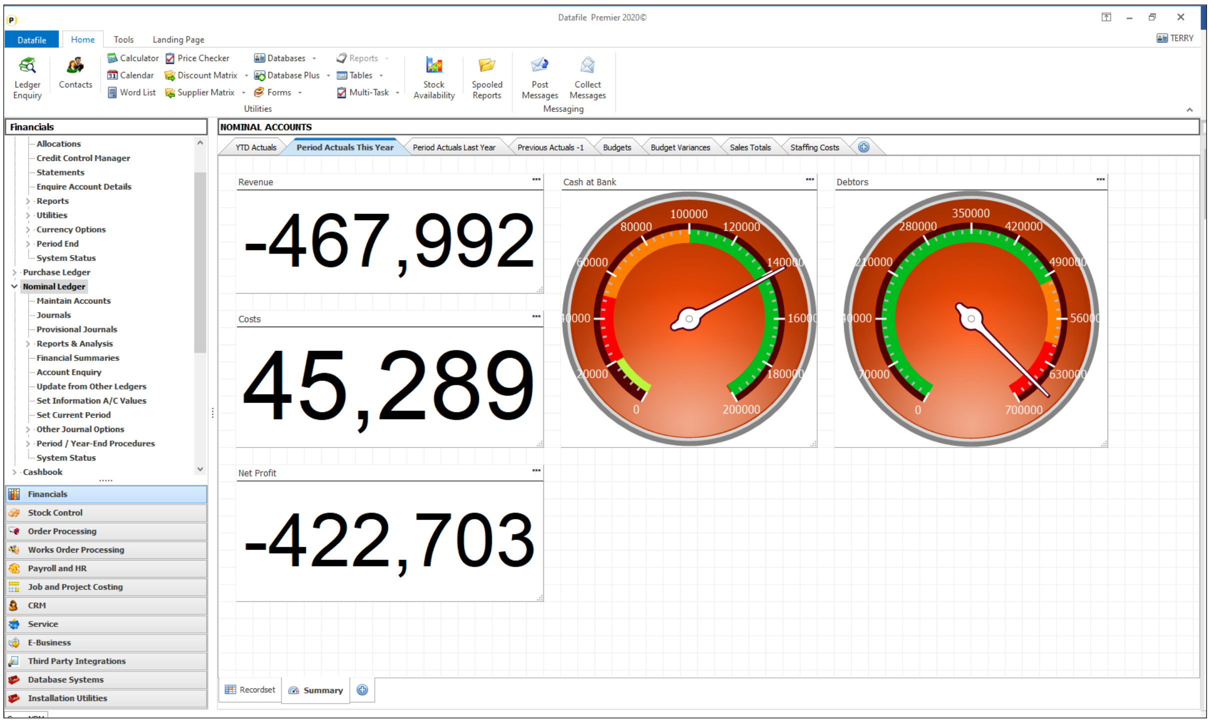
Data Visualisations II

KPI Labels – Reverse Sign on Values

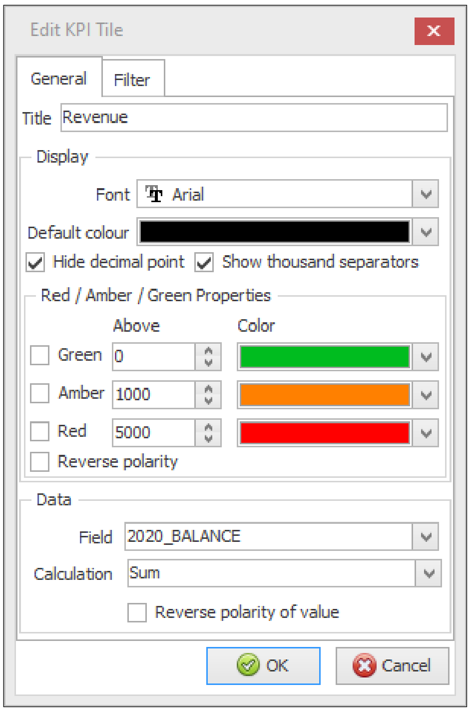
Datafile 2021

The KPI Label options allow you to display the sum of key values on the application.

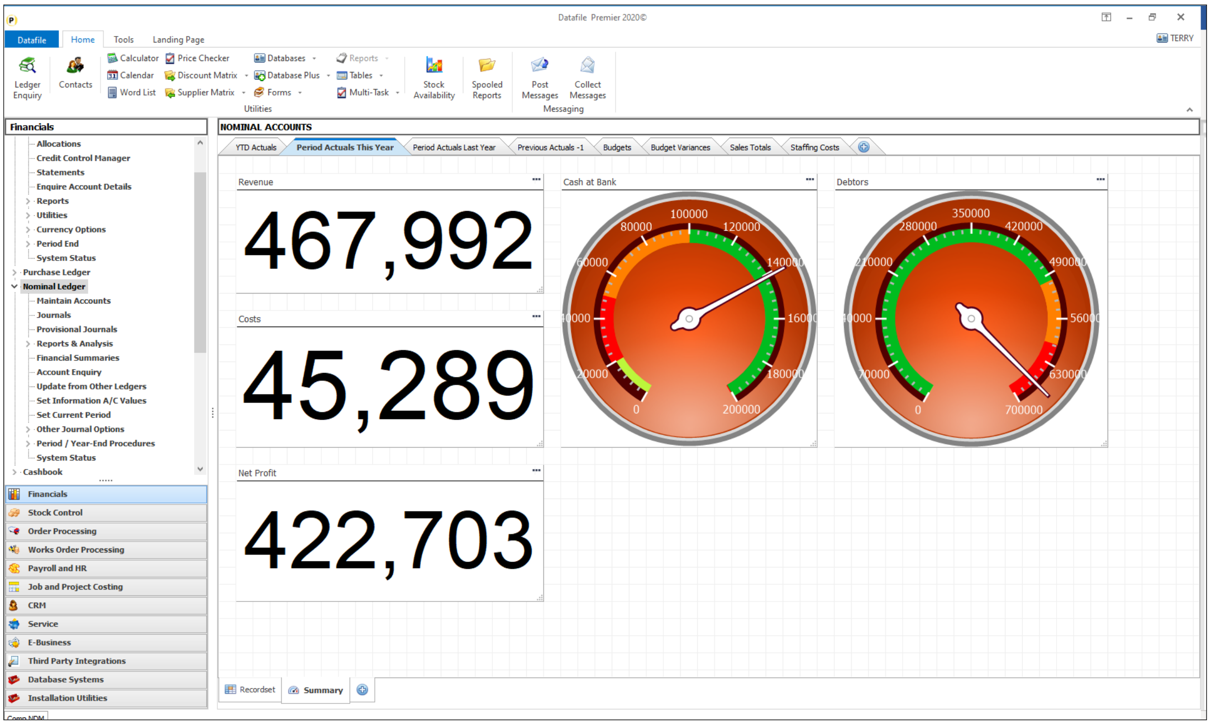
For some values you may wish to reverse the 'sign' of the values for clarity – for example if displaying the sum of income on the Nominal Ledger may cause confusion with the debit totals being negative, alternatively if displaying the total value of credits on a transaction-based ProFiler landing page you may want to show the values as positive.



The Nominal based KPI page above shows the total revenue, costs, and net profit as labels but due to the debit/credit postings to income and expenses could look like a loss has been generated.



A new option has been added to the data item properties of the KPI tile to 'reverse polarity of value' allows for items that are usually negative to display as positive values (and vice versa).



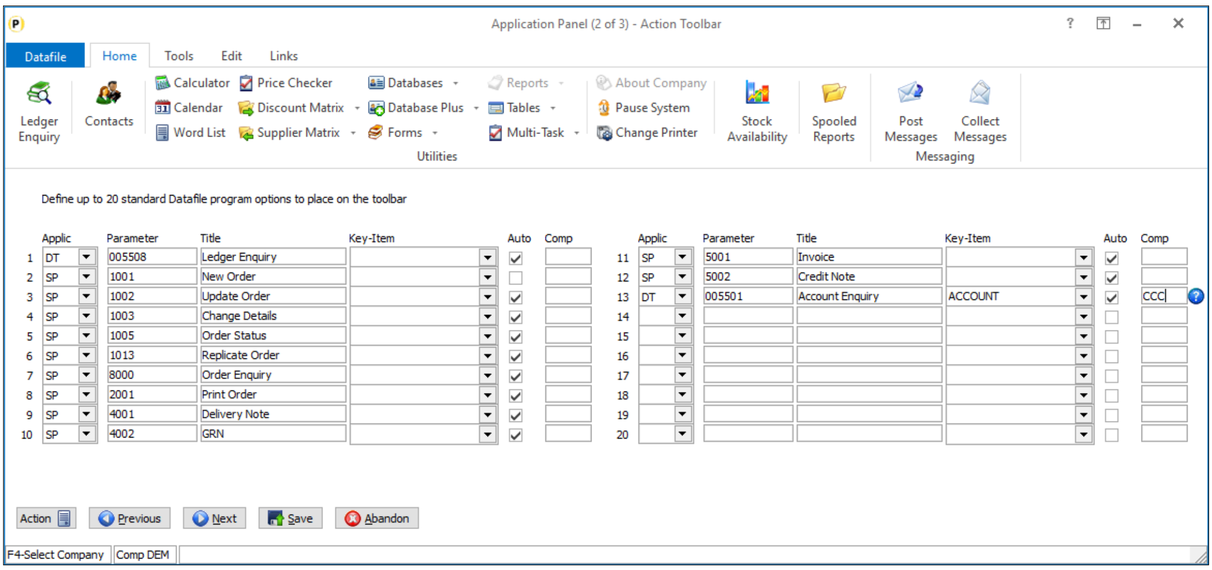
Landing Pages

Company / Key-Item Selection

Datafile 2021

Within menu designs the option is available to swap to a particular company when select an action – this option has now been added to the main application and ProFiler landing pages.

Similarly, ProFiler applications allowed for the nomination of the key item to be used when select an action – this option has now been added into the application landing pages.



Against each program option you will now be prompted for Key-Item and Comp(any). If left blank, then the standard default key item (prime-index) and current company are assumed but otherwise will use the key-item / company specified.

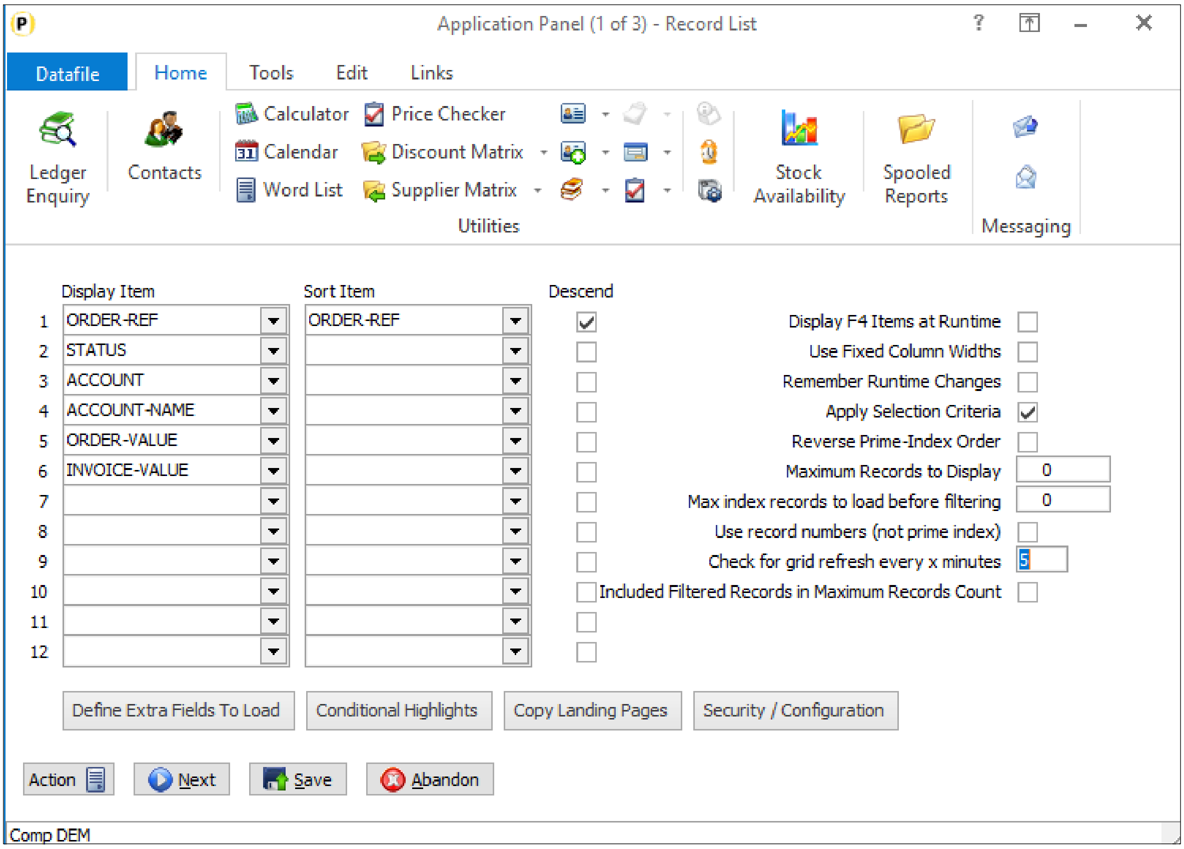
In use if the action has a company set then the system will revert to the original company on exit from that action.

Check for Refresh Every X Minutes

Datafile 2021

When displaying filtered landing pages, perhaps showing which orders are available for despatch, or using data visualisation tools to show then users may stay on an option without actively processing meaning the displayed records/values do not update.

This option forces a landing page refresh on X minutes of inaction.



Check for Grid Refresh Every X Minutes – set no of minutes to refresh the landing page on inaction (0 is no refresh)

Include Filtered Records in Count

Datafile 2021

When using selection criteria to restrict the records displayed or configured for salesperson filters then the system applies the ‘Maximum Records to Display’ counter to the results of the search. This means on larger data sets where the filters would return a small sub-set of the records then this could take a while to display.

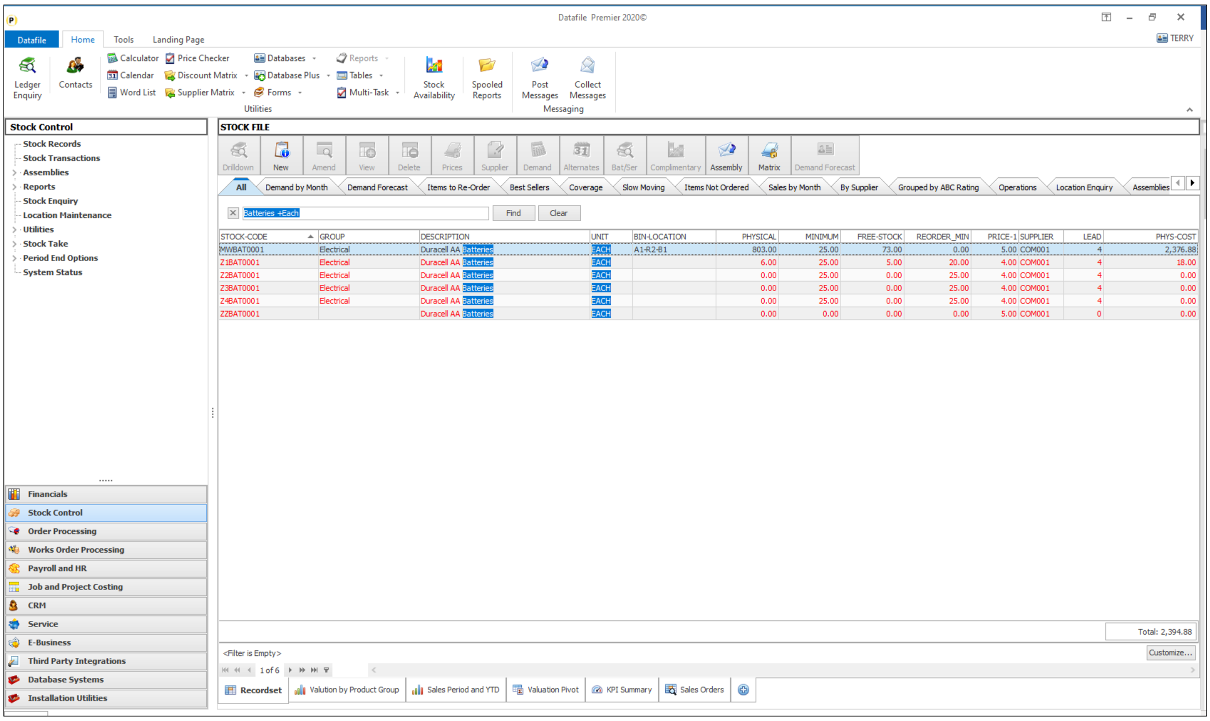
Setting the option to ‘Include Filter Records in Maximum Records Count’ means that the system applies the record limit first and then applies the filter to that record set.

Multi-Search Option

Datafile 2021

The Find function on the Landing Page allows you to quickly filter the list to those key records based on matching the text in the Find search to displayed records on the landing page. The find works based on matching the entered text to any column on the landing page.

This new feature allows for multiple search terms to be entered operating as a ‘and’ or ‘or’ search to filter the records.



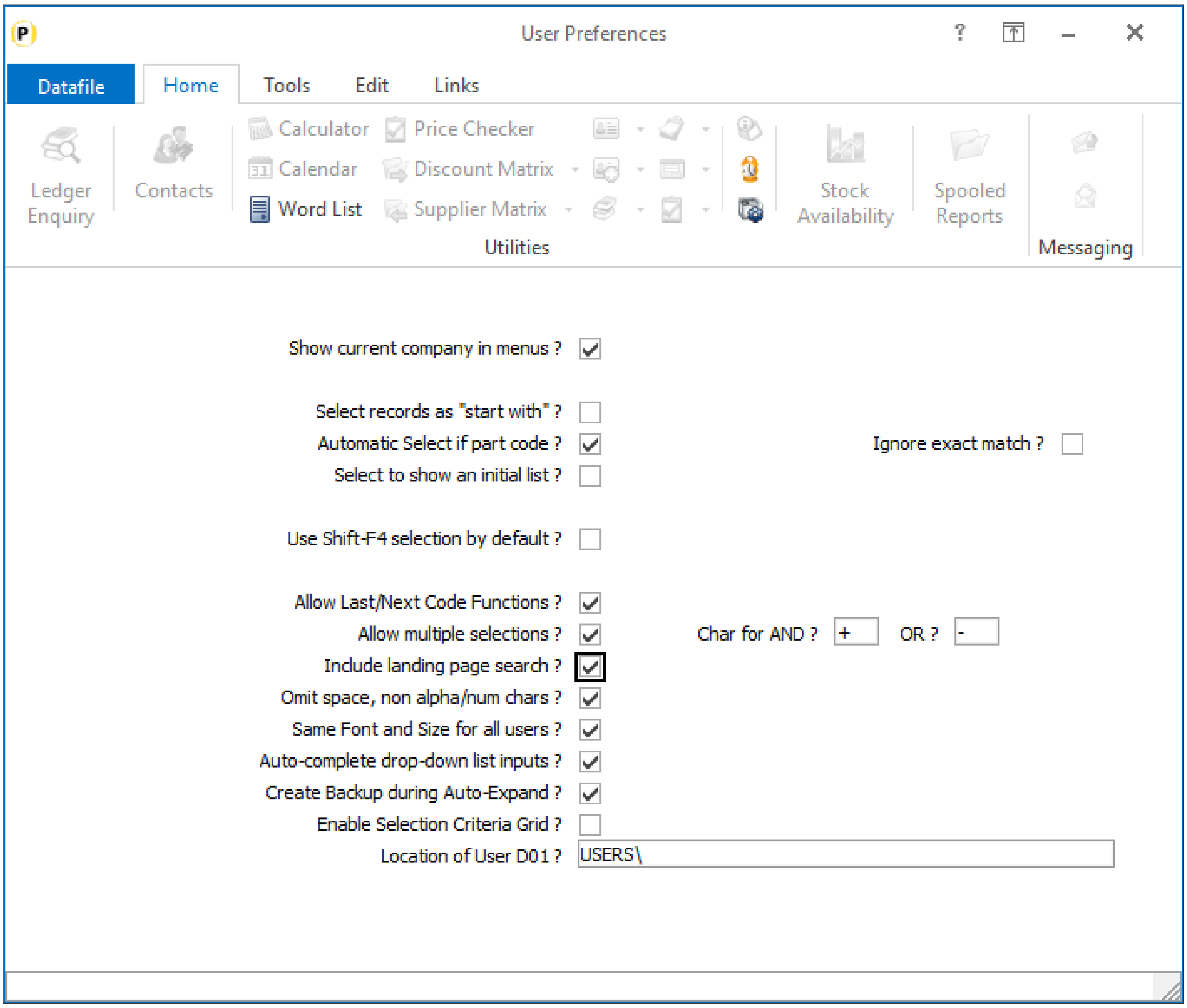
Here the search term of ‘Batteries +Each’ has been entered to filter the stock landing page – the search result filtering the stock records on the description for ‘Batteries’ and the issue unit for ‘Each’.

The multi-search filter works based on a space to separate the search terms and then the +/- character to control whether the following second term is a ‘and’ search or a ‘or’ search. ‘Batteries +AAA’ or ‘AAA -D’ for example

Installation

<u>CONFIG / User Preferences</u>

To enable the multiple search functions for the landing page a new parameter has been added to the User Preferences within the CONFIG sign-on.



The initial parameters described here enable you to set the multiple search function available for the F4-Search function. The landing page multiple search option uses the same characters to identify and/or searches as the F4-Search.

Allow Multiple Selections – set to enable the multiple search functionality for F4 search results. Note this option applies to the secondary index search item you enter the search against.

Character for AND / OR – enter the search characters used to identify the ‘And’ and ‘Or’ search characters. The default search items of +/- may not be appropriate if, for example, ‘-‘ is used in product descriptions.

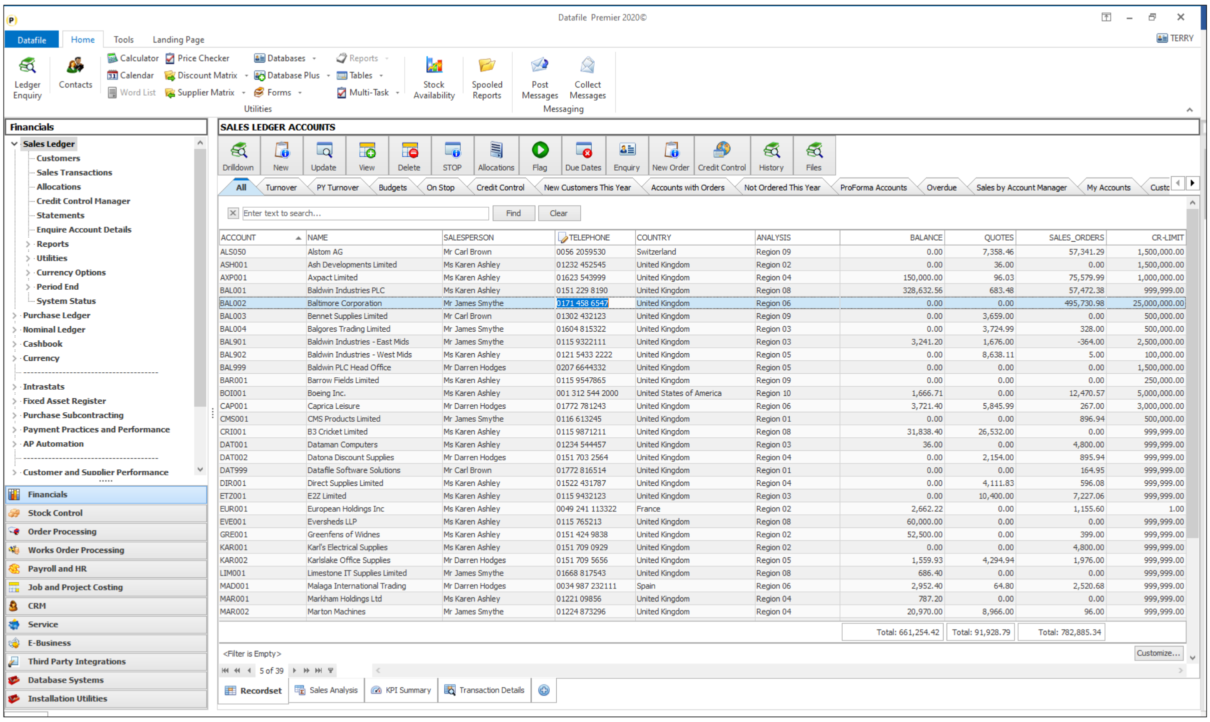
Include Landing Page Search – set to enable the use of the multiple search options on the landing page find utility.

Edit Data Items from Landing Page

Datafile 2021

Viewing records on a landing page allows you to see easily where you have 'missing' data – for example when viewing customer records seeing who you do not have an email address for statements and invoices, who you do not have an account contact or telephone number for and so on.

When these missing data values have been identified you can then use the landing page options to select a maintenance option and update these values. Users have requested the option to edit these values directly on the landing page itself and this feature has been added in this release.



(Note, whilst the screenshot displays the Data Visualisation tab options, this facility is available when Data Visualisations is not in use).

By default, the landing page is in 'View' mode. You can swap to 'edit' mode by right-clicking on the grid and selecting the 'Edit Mode' option.

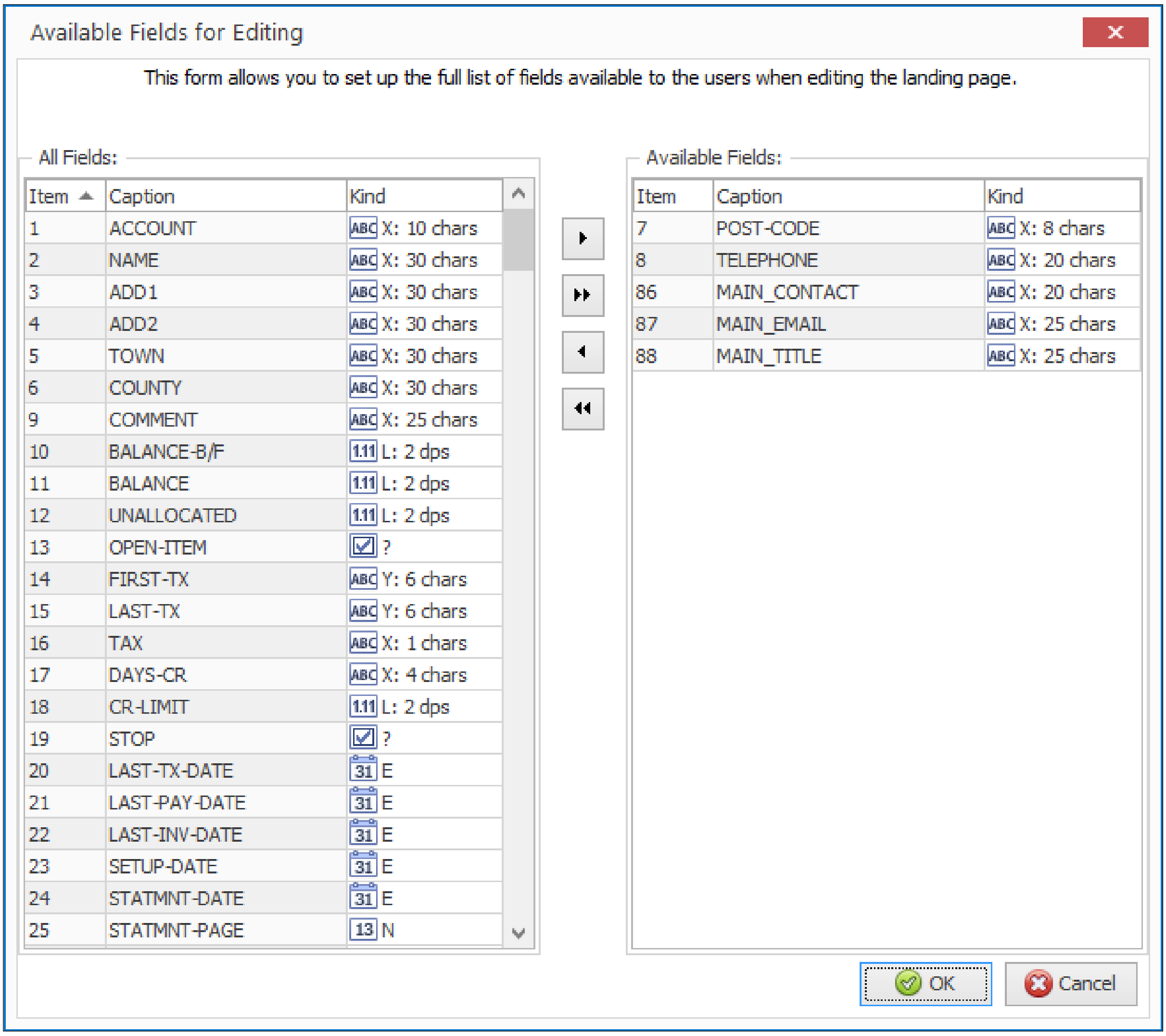
Items that can be edited are indicated by an icon on the column heading – here the 'Telephone' item can be edited. Clicking the cell allows you to enter the value, <Enter> will update the amendments. As you select an item to be edited the record is locked and if other users are using that record so cannot be locked you will be warned accordingly.

Swapping to another landing page will exit 'Edit Mode' automatically but you can swap back to 'View' mode by right clicking the grid and selecting the 'View Mode' option.

Installation

<u>Landing Page Setup</u>

You set which items can be edited from the landing page via the Landing Page Setup. For the applications this is usually available on the **Installation** menu, for ProFiler this option is usually available within the **Application Profile** menu. Page 1 of 3 of the Landing Page setup options allows you an option to 'Define Editable Fields' – selecting this displays the data items for the landing page.



The left-hand list shows the fields available on the database, the items on the right are the fields you have allowed to be edited. You can set an item to allow editing by highlighting the item and clicking the single-arrow button to move to the editable items list.

As you might imagine consideration and thought needs to be given to the items you allow edit via the landing page. You should not set any system-maintained items – index items such as account, stock code and order reference should not be edited, nor should you set the likes of balance, order value and so on which are updated by other actions.

Any item for which editing needs to be validated – a lookup item for Tax, Salesperson and so on should not be included, nor items which editing would trigger another action (setting the On Stop flag for example can set last amended details which would not be updated here).

Once the list has been updated click OK to exit and then SAVE to update the changes.

Fast Sort Record Selection

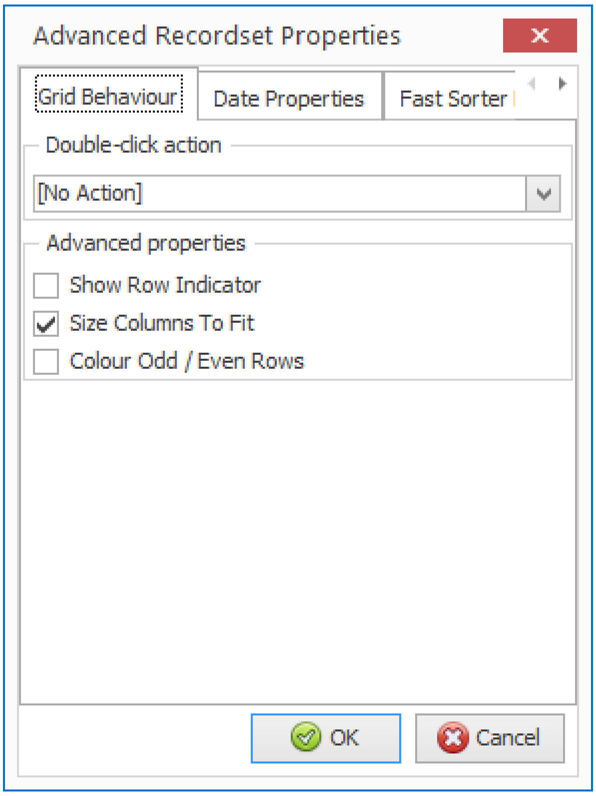
Datafile 2021

When using the Landing Page against larger data sets then options to bring in the last X thousand records added can be used against Sales Order, Purchase Order or Works Order landing pages to speed up processing and display. On these applications the 'active' records to be processed will more than likely be in the block of orders recently added.

For the Sales Ledger, Purchase Ledger and Stock applications the active records could be anywhere in the file meaning selection criteria has to read all records to determine the active list which can take time to process. This new feature allows you to set a 'fast sort' selection on the landing page to identify the active records more quickly.

Landing Page Properties

To define a 'fast sort' selection select the required landing page and choose the Landing Page Properties. Once displayed select the 'tool' icon at the top right of the properties display to access the Advanced Properties.

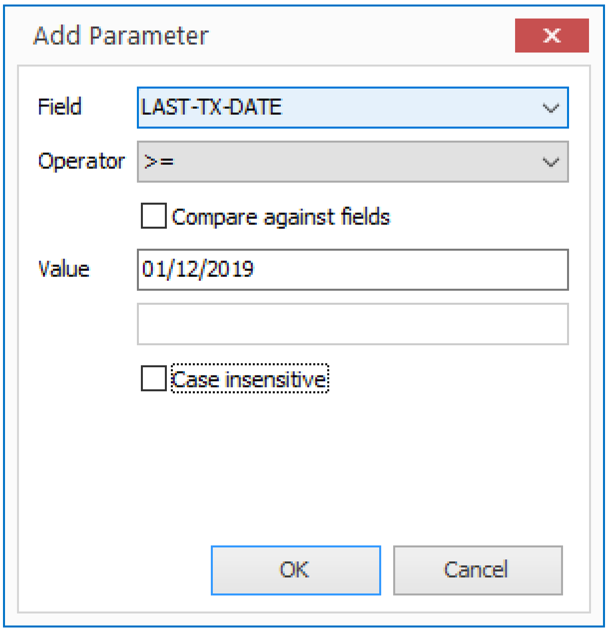


The Advanced Properties have three tabs.

Grid Behaviour allows you to set the action that is triggered if double-click a record. You also have display properties that can set as required.

Date Properties allows you to set end working day, the date on which the weekends and set the working days. This is used for the Calendar 'Explorer' style views.

Fast Sorter is the new options that allow you to set as part of the index build the criteria for the records to be displayed. The initial display shows a blank list allowing you to ADD a filter.



Field – select the data item from the drop-down list. Items allowed are those defined within the set-up option 'Define Extra Fields to Load'.

Operator – select the selection type. If using a date item options are available to select for this/last year etc. but remember this is calendar not financial year.

Compare Against Fields – select if looking to compare one data item against another. Leave blank to enter a value.

Value – enter the value to test against.

Case Insensitive – if testing a text item set to ignore case when applying the filter.

Once defined click OK.

You can add more than one filter, but each filter must be met for the record to be displayed.

Notes

The Fast Sort filter is held against the users landing page configuration. Where appropriate you can use the COPY function to update one user landing page configuration to another.

To improve speed further you should restrict the 'Define Extra Fields to Load' to just those items required – only include those items needed for the landing page or data visualisation tools.

General System Options

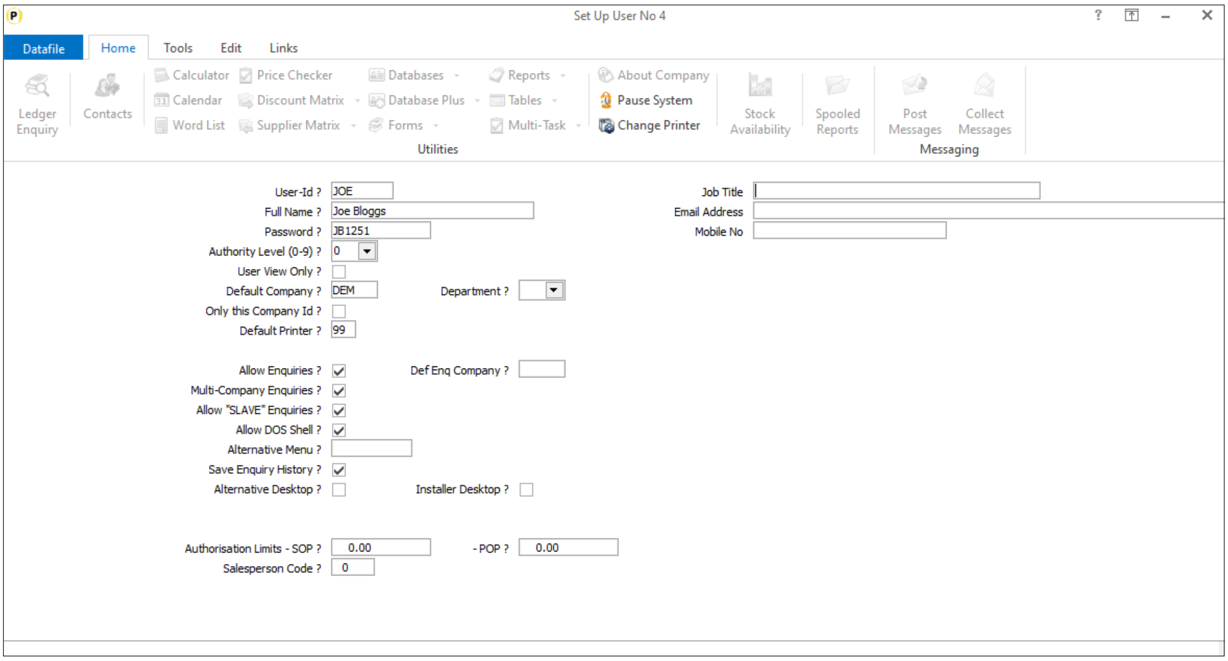
List of Users Database

Datafile 2021

Within the Datafile system configuration options have often been set to allow for assignment of a Datafile user to a record – whether that is, for example, an option in Sales Order entry to assign a 'Order Taker' or to allocate a line manager to an employee in Payroll Employee Maintenance.

Often, there can also be a requirement to carry additional information against the Datafile user – their email address, job title, mobile number etc. and to copy this into the record for processing – sending a copy of an order confirmation to the order taker for example.

Previously users have met this requirement by creating their own database to log this information, but this means maintaining these options twice – firstly creating the user id within the MASTER functions for Datafile access and then to create a record within the user database for the additional detail. This new feature allows for a D02 database allowing for the user maintenance as one action.

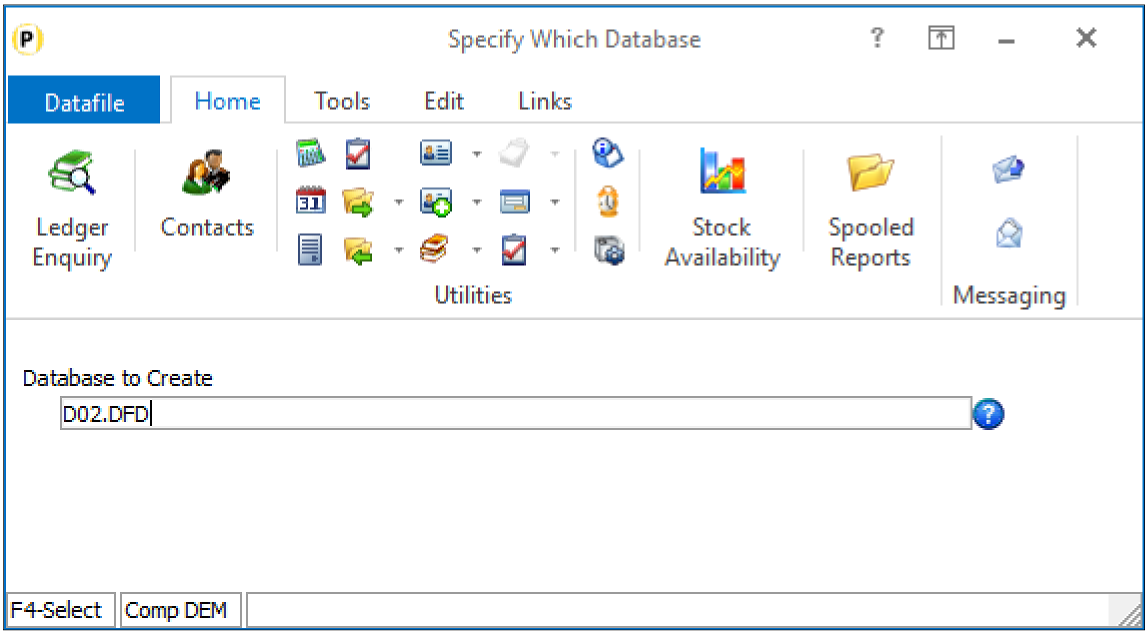


When log on as the MASTER user and create/update a user-id any extra configured items will appear on the right of the screen for updating.

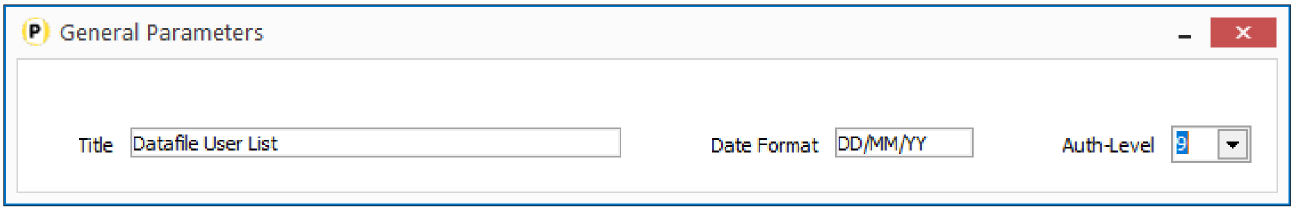
Installation

<u>Database Changes</u>

The user database has a fixed name – D02.DFD and must be held in the DFCOMP file location (usually the DATA folder). You can create the DFD using the Create/Amend Database Structure tools within the Database Systems menu. Select **Database Systems** followed by **Datafiler Database Utilities** and **Create/Amend Database Structures**. To create the database, select the option to **Create New Database**.



Database to Create – enter the path\filename of the new Database – D02.DFD



Title – enter the title for the database, our suggestion would be Datafile User List.

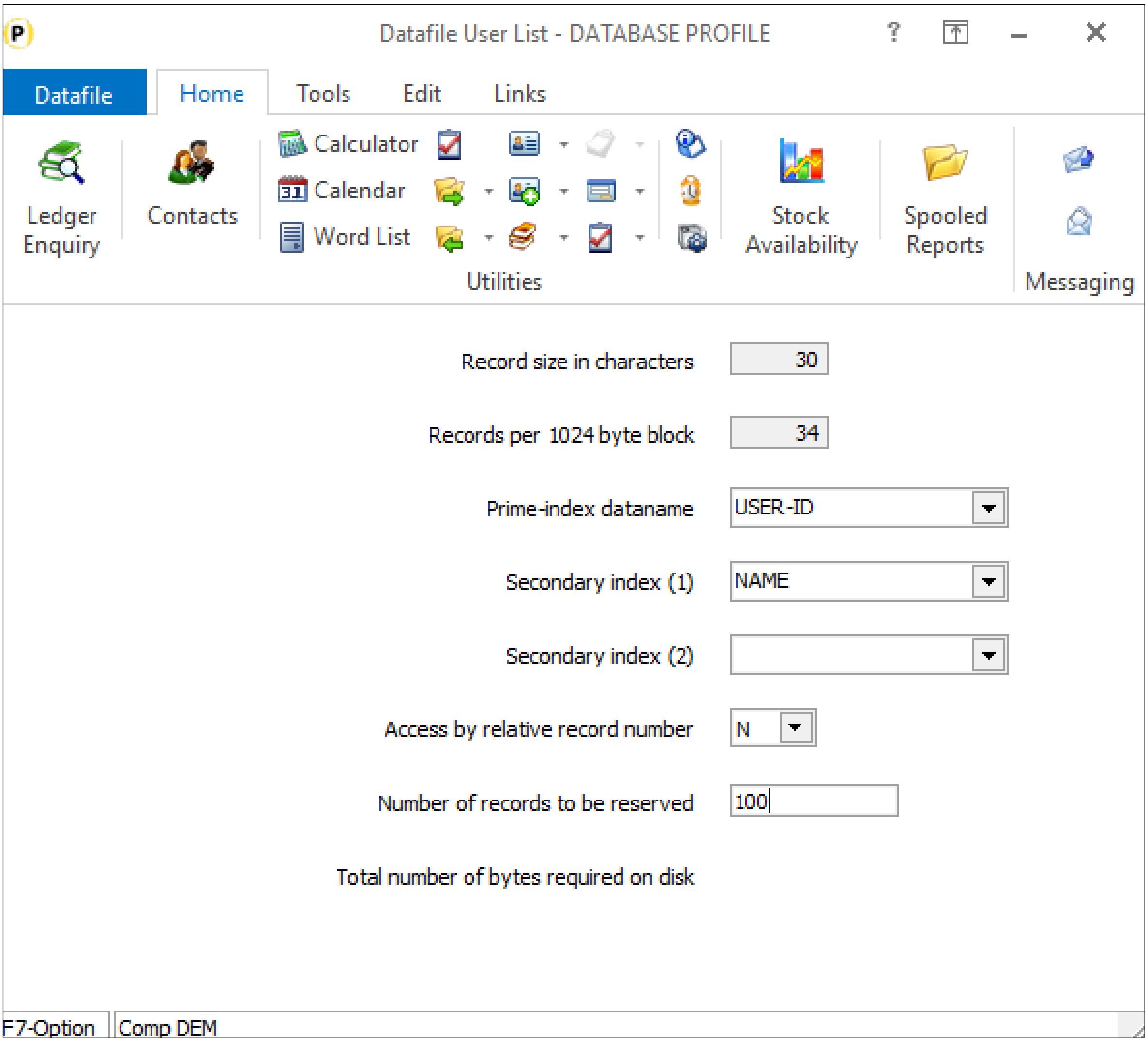
Date Format – accept the default DD/MM/YY format

Auth-Level – accept the default authority level of '9'. This is the lowest authority level – you need all users who can look up to this database to be able to access.

Once the initial database header detail is defined you can then enter the data item structure. This database follows a fixed structure – user-definable items can only be added as items 20-39. The fixed items are:

No	**Item Name**	**Type**	**Description**
1	USER-ID	X (6)	Prime-Index. Holds the Datafile user-id.
2	NAME	X (21)	Holds the username.
19	SALESPERSON	N	Holds the salesperson id number.

Once the mandatory data items have been added press the <ESC> key and choose 'Data Items are Complete'



Prime Index Data name – Select the 'User-ID' data item.

Secondary Index 1/2 – you would typically select Name as the first secondary indexes**.**

Access by Record Number – respond N

Number of Records to Reserve – enter number of records required (typically we would suggest 100 as an initial value, increasing to 300 if the additional usernames accessory is in place).

You will then be prompted to create the database – respond Yes – and then to Write the Database to disk – again respond Yes.

Once the initial database has been created you can then use the **Restructure A Database** tools to set your own items as required. Remember though you are restricted to adding in the item number range 20->39.

Notes

The system user-ids for MASTER, CONFIG, SLAVE and SYSTEM are not updated to the D02.DFD. Similarly, any user starting DFSQL, AUTO, NLDIF or DEBUG will not be added.

Existing user-id's will be automatically updated the first time you log-in as MASTER user.

You can define ProFiler or Desktop Database maintenance options against the D02.DFD but you should only allow update and view actions and can only allow update for your user-definable items – you should **not** allow update of username or salesperson id here.

The D02.DFD can be used as a lookup database within standard screen maintenance functionality as needed.

Menu Design – Revert to Original Company

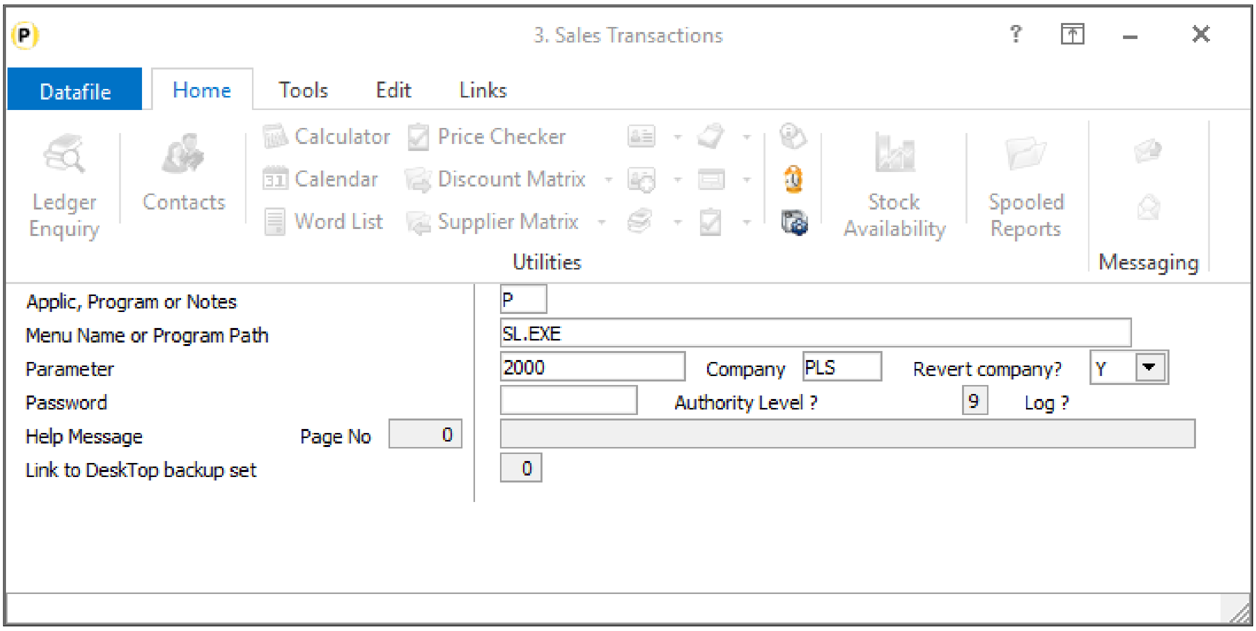
Datafile 2021
Diamond and *Premier* Only

As part of the menu design functionality the option exists to force the user into a particular application company when they select that menu option. When they exit from that option, however, the user remains in that company meaning that users must either manually swap back, or you configure other menus to force selection of the 'original' company. This new feature within the menu design allows you to set to revert to the original company.

Installation

Menu Design

Menu design options are configured via the CONFIG sign on. If sign-on as the CONFIG user and select the required main menu or application menu a new option has been added to **Revert Company**.



Company – select the company the user is to swap to when performing this action.

Revert Company – set to 'Y' to revert to the original company on exit from this menu action.

Note, the revert company option is only available on P-Program menu calls and not calls to another application menu or the display of a note.

ProFiler

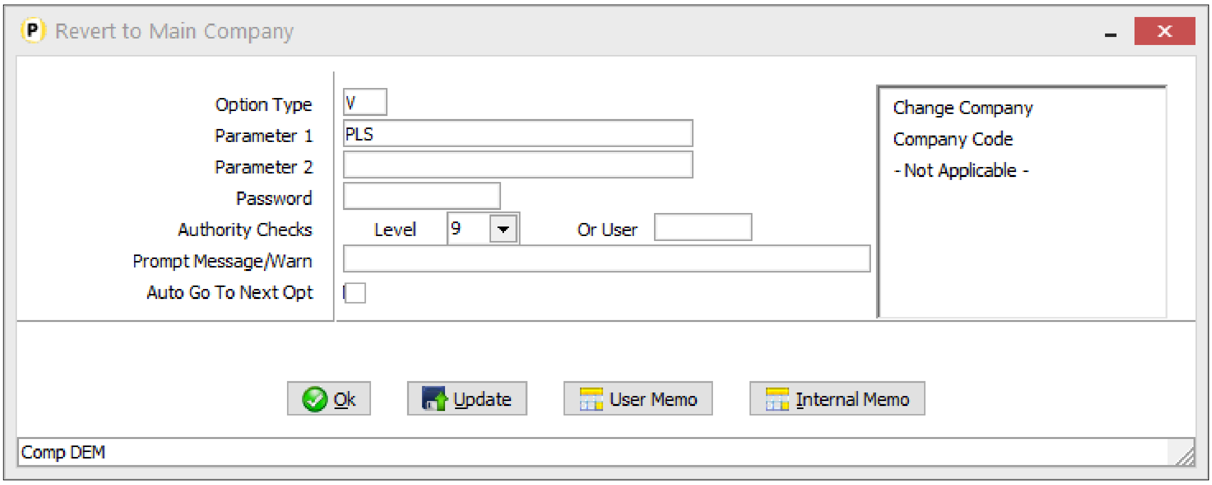
Select Application Company

Datafile 2021

ProFiler allows you to configure a menu of actions to be processed automatically one after another, sometimes referred to as a Q-menu. This Q-menu can be used to not only call ProFiler actions such as reports and global updates but standard application functions such as batch order creation, document production and so on.

When interacting with the application company you can use D03 menus based on the Profiler application so that the user is directed into the appropriate company. If you need to revert to the original company, or to swap company within a Q-menu procedure, then this wasn't possible – meaning you might require the user to select multiple staged Q menus to complete the designed process.

This new feature allows you to set a Profiler menu action to select a company.



A new option type has been added 'V' which allows you to change company. If used Parameter 1 should be set to be the company code which to swap to.

This option, if used outside of a Q-menu, has no user-interaction – the current company is updated to that defined.